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ABSTRACT

This guide was prepared to help administrators, educators, researchers, and professional practitioners in rehabilitation, social services, education, and the health and welfare fields learn and use those information services and systems relevant to them. The 156 organizations are listed as either primary or secondary information services depending on their significance to the target group. Descriptions of the 44 centers included as primary sources contain the address and telephone number, eligibility requirements for services, mission of the centers, services and publications offered by the center, professional specialists, holdings, topics relevant to rehabilitation, and user information. The 112 organizations listed as secondary services are subdivided into general reference librarians and specific information centers. Their descriptions contain address and telephone number, eligibility requirements for services, mission of the center, services offered by the center, and holdings. All the organizations are indexed by key words drawn primarily from the broad spectrum of social and rehabilitation services. (SB)

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GUIDE TO INFORMATION CENTERS FOR WORKERS IN THE SOCIAL SERVICES

1971

HOW TO USE THE GUIDE

KEY WORD INDEX

PRIMARY INFORMATION RESOURCES

SECONDARY INFORMATION RESOURCES

LIST OF INFORMATION RESOURCES

PRIMARY RESOURCES TABLE OF SERVICES

VTC16475

JOHN E. MUTHARD, KURT B. ROGERS & LINDA M. CROCKER

ABSTRACT

A wide range of information services and systems are now available to help locate needed information on the vast numbers of reports and studies published by public and private research and development programs. This guide was prepared to help administrators, educators, researchers and professional practitioners in rehabilitation, social service, education and the health and welfare fields learn about and use those resources relevant to them. In addition to extensive descriptions of the 44 largest centers most significant to the target group, it briefly describes the potential value of 113 other organizations. All are indexed by key words drawn primarily from the broad spectrum of social and rehabilitation services.

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GUIDE TO INFORMATION CENTERS FOR WORKERS IN THE SOCIAL SERVICES

1971

JOHN E. MUTHARD,
KURT B. ROGERS & LINDA M. CROCKER

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EDITORS' NOTE

Today's nearly exponential growth of knowledge and technological advance has made it increasingly difficult for professional personnel in social, rehabilitation and other human services to stay abreast of current developments. For this reason, various public and private agencies have organized information centers with regional, national and global coverage. However, these agencies are often relatively unknown to many potential users. Existing directories of such centers are either too general to be of practical use or are badly in need of updating. We therefore hope that this volume will help to bridge the ever-widening "communication gap" between the managers and professionals in public services and the knowledge resources which can provide information of potential value for improving services to those needing help.

In order to compile the entries for this guide, three basic steps were followed. First, each information service was thoroughly researched for pertinent data regarding name and address, telephone number, user eligibility, mission and services offered. Our sources of information included (1) files maintained for this purpose by the Regional Rehabilitation Research Institute of the University of Florida; (2) past directories of information resources available; and (3) an Information Services and Resources Questionnaire (see Appendix C) developed by the UF-RRRI staff and sent to information centers thought to have potential value for social service workers. Second, the preliminary entries were composed, edited and sent to each organization for correction and verification. Finally, all necessary changes were made from the corrected copies and the entry was put in final form.

Included with each letter of verification was an Information Services Checklist (see Appendix C) containing various categories describing the areas in which the collections and resources of the organization might be significant. Those categories checked or listed by the service agencies were then used to compile a subject index of all areas covered by the guide.

John E. Muthard
Kurt B. Rogers
Linda M. Crocker
October, 1971

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HOW TO USE THE GUIDE

This guide has been compiled to provide workers in the social services with a ready reference tool that will enable them to tap the vast knowledge resources of public and private information centers. It is composed of five sections, three of which have been designed to aid the user in locating those information resources which are relevant to his interests. These three sections are (1) the Key Word Index, (2) the List of Information Resources, and (3) the Primary Resources Table of Services. The most effective techniques for locating information resources by these means are described below. The average user can save many hours of his time and secure more useful information if he spends five or ten minutes reading the following instructions.

To locate information sources by subject, the user must first list several subject-matter areas in which he wishes to obtain information. A useful guide for beginning this list is the checklist on the inside back cover of the book. Although other descriptive categories were not discouraged, respondents were asked to use the checklist as a guide.

For example, a user seeking information on programs for mentally retarded children should consider those potential information resources centers indexed under the topics of *Mental Retardation*, *Special Education*, and *Children*. In addition to the topics the user has defined for himself, he certainly should look at the **Information Services Checklist** located on the inside back cover of this publication. Although it does not include all topics in the index, the back cover list suggests many useful categories. From the list of subject headings, the reader can select the specific categories which best describe the topic area in which information is needed. He should then turn to these topics in the **Key Word Index** to locate those information resources which meet his needs. Under each topic of the alphabetical index is a list of information resources with significant collections and resources in that area. Two important pieces of information are presented about each center indexed under that topic: (1) the unique number to be used for locating that resource in the directory and (2) other significant subject categories in which the resource has substantial materials. Under each term for which an information resource is indexed there are several additional topics of specific capability listed. Thus, the index entry should enable the user to select the descriptions of those resources which have the combination of topics areas desired for further review. The entries in the main directory sections are in numerical sequence.

To locate information regarding a known resource, refer to Appendix A. It lists all information resources contained in the guide. They are divided into two main groups, (1) Primary Information Resources and (2) Secondary Information Resources which is further subdivided into General Reference Libraries and Specific Information Centers. Within each group the organizations are listed alphabetically by title. Centers with numbers between 001 and 199 are primary resources for which extensive information is supplied on services offered. Those organizations numbered 200 and above are secondary resources. For these organizations we were either unable to obtain sufficient information required for a listing as a primary resource or the types of information services available and subjects covered were of secondary value.

For quick reference to services offered, consult Appendix B. Here, listed in tabular form, are all those general categories of services on which information was obtained. Due to space limitations the table has been prepared for the primary information resources only.

As an example of how this table might be of use to the reader, let us imagine that he is interested in obtaining a bibliography of current research in the field of prosthetics. After consulting the Key Word Index under "Prosthetics," he will find that the primary resources listed are numbers 008, 009 and 034. Turning now to the services table, the reader will see that only numbers 009 and 034 offer literature searches.

Note: Those categories listed are only general areas of services offered. Each general category is composed of several specific categories of services. For instance, *Literature Searches* includes searches regarding bibliographies (both recurring and demand), state of the art reports, abstracts of literature and specific and general user requests. If any *one* or all of the above specific types of search are performed by the information resource, the general category is checked. Thus, the reader must turn to the more complete center description to learn the range and limits of the center's offerings in a listed service area.

SPECIAL ATTENTION should be directed to **User Information** heading if it appears in an entry, as many information resources require special forms for requests and/or have specific fees attached to user services.

KEY WORD INDEX

This section is used to locate information resource centers according to subject areas in which significant collections and resources are maintained. Each entry under a heading lists these areas of significant holdings for each information center in the guide. At the end of the subject area line is found the unique number assigned that resource center. In order to locate the description of the information center the reader must turn to the **entry** sections and look for the center listing (in numerical order). Further instructions are given in the preceding section.

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PRIMARY INFORMATION RESOURCES

No. 001

American College of Surgeons

55 East Erie Street
Chicago, Ill. 60611

TELEPHONE: (312) 664-4050

ELIGIBILITY: No special qualifications. Inquire by letter.

MISSION: To improve care of the surgical patient.

SERVICES: Suggests literature where answer may be obtained; cites relevant references. Reprints and films are available upon request. Provides opportunity for continuing education through meetings and journals. Referral is made to other possible sources of information.

PUBLICATIONS: *Surgery, Gynecology, Obstetrics*, a monthly; *Bulletin of the American College of Surgeons*, a monthly; and the annual *Surgical Forum*. Special publications in cancer and trauma are issued and carer booklets are available.

PROFESSIONAL SPECIALISTS: Surgeons as administrative heads of departments; writers; editors; public relations specialists.

HOLDINGS: A library is maintained, consisting of an extensive collection of rare books, documents, and old instruments related to the history of surgery, with particular emphasis on American surgery. The collection is available without charge, but must be used on the premises. Reprints of *Bulletin* articles are available from the library.

TOPICS RELEVANT TO REHABILITATION: Accidental injury; Education and training; Educational materials; Cancer; Conferences and workshops.

No. 002

B'nai B'rith Vocational Service

1640 Rhode Island Avenue, NW
Washington, D. C. 20036

TELEPHONE: (202) 393-5284

ELIGIBILITY: There are no special qualifications for use of the National Office's services, however, each field office has various restrictions. Inquiries should be directed by telephone or letter to Dr. S. Norman Feingold, Editor of the National Office or to any of the field offices within the user's locality.

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The National Office provides answers to specific questions; suggests literature where answer may be obtained and cites relevant references. Literature searches are provided regarding specific and general questions. State of the art reports, abstracts and both recurring and demand bibliographies are prepared. Reprints of documents and films and slides are available upon request. Loans can be arranged. BBVS also provides consulting services in research planning and program planning and administration. Referral is made to other possible sources of information.

PUBLICATIONS: The National BBVS Office conducts an extensive research in publications program, including a quarterly magazine called *Counselor's Information Service*. At present, some 72 publications are in print with others in the planning stages. In addition, revisions and updating of existing publications are constantly taking place Nearly all publications are based on original research completed at the National Office with constant communication and cooperation with the various BBVS field offices.

PROFESSIONAL SPECIALISTS: Administrative and professional specialist in psychology, education and guidance.

HOLDINGS: Each field office has an extensive educational, personal and vocational library of many hundreds of books and career briefs as well as records and films. Some BBVS offices also maintain an audio-visual room. The library facilities are available for on-site examination. An appointment is not required, but it is preferred.

TOPICS RELEVANT TO REHABILITATION: Vocational evaluation; Vocational counseling; Group counseling; Personal counseling; Social case work; Administration; Personnel administration; Psychological testing; Supervision; Education and training; Instructional media; Research; Remedial reading; Handicapped; Youth; Drug addiction.

USER INFORMATION: The turn around time for specific documents and all literature searches is 1-10 days. Charges vary according to the service

desired. A list of publications available from BBVS may be obtained upon request. All field offices are open from 9:00 a.m. to 5:00 p.m. five days a week. However, a few offices are open in the evenings and on Sunday by appointment.

No. 003

Bureau of Labor Statistics

U. S. Department of Labor
441 G Street, NW
Washington, D. C. 20212
TELEPHONE: (202) 916-2222
-2532
-2533

ELIGIBILITY: No special qualifications. Inquire by letter or telephone to the Office of Inquiries and Correspondence, Room 1539.

MISSION: To provide statistical information for employment, unemployment, prices, family budget costs, wages, hours, earnings, occupational outlook, work injuries, labor relations, and other labor-oriented information.

SERVICES: Provides answers to specific questions on a limited time basis. Suggests literature where answers may be obtained and provides such literature if available. Cites relevant references. Provides literature searches regarding specific and general questions. Bibliographies, both recurring and demand, are prepared. Reprinted abstracts of *Monthly Labor Review, Labor Developments Abroad,* and *Occupational Outlook Quarterly* are available along with occasional summaries and press releases. Reprints, limited photocopies and films or slides are available. Statistical reports on the topics mentioned in the Bureau's mission are prepared. Referral is made to other likely sources of information.

PUBLICATIONS: *Monthly Labor Review, Employment and Earnings, Labor Developments Abroad,* and *Current Wage Developments*, all monthly; *Occupational Outlook Quarterly*, published quarterly; *Occupational Outlook Handbook*, which describes employment prospects in major industries and occupations. Various bulletins, reports and releases are also published by the Bureau. A BLS catalog of publications is available upon request.

PROFESSIONAL SPECIALISTS: Specialists in labor economics, statistics and mathematics.

HOLDINGS: The collection includes national, local and regional data summaries and analyses. It is available for on-site examination.

TOPICS RELEVANT TO REHABILITATION: Occupational information; Labor statistics and reports; Statistical analysis; Accidental injury; Disadvantaged; Minority members; Adults; College students; Aged.

USER INFORMATION: Turn around time on specific documents and both recurring and demand bibliographies is 2-3 days after receipt of request. Some documents are free, while others cost from $1.00 up.

No. 004

CEC Information Center on Exceptional Children/ERIC Clearinghouse

1411 South Jefferson Davis Hwy.
Suite 900
Arlington, Va. 22202
TELEPHONE: (703) 521-8820

ELIGIBILITY: No special qualifications. Direct inquiries to the Coordinator of Information Services by letter or telephone.

MISSION: All areas of exceptionality (includes the gifted).

SERVICES: Provides answers to specific questions; suggests literature where answers may be obtained; cites relevant references. Literature searches are provided free of charge at this time regarding specific and general questions, state of the art reports and bibliographies. Abstracts are prepared with a 200 word limit. Reprints are available. Statistical reports available include only those coming from other sources such as OE, BEH, and state departments. The only fees charged are for books ordered from CEC. Referral is made to other likely sources of information.

PUBLICATIONS: *Exceptional Child Education Abstracts*, a quarterly which covers research reports, journal articles, curriculum guides, teacher's activity manuals, administrative surveys and guidelines, texts for professionals, and literature for parents and students. Each abstract lists where the document itself may be purchased. *EriC ExCerpt*, the Center newsletter, announces services and products available from the CEC. Other publications include: a) *Exceptional Children*, the official journal of the CEC, a quarterly; b) *TEACHING Exceptional Children*, a new quarterly journal for teachers; c) *Insight*, a monthly newsletter and supplementary report about federal programs policies, and personnel affecting handicapped and gifted children; and d) "Publications 1970-1971", a publications list.

PROFESSIONAL SPECIALISTS: Include staff members who have professional backgrounds in learning disabilities, mental retardation, emotional disturbance, library science, deaf and hard of hearing, and visually handicapped.

HOLDINGS: The collection includes over 6,000

items of which 4,600 have been announced in *Exceptional Child Education Abstracts*. Also the ERIC collection of microfiche is on hand and approximately 200 journals are regularly received and examined. The collection is available for on-site examination.

TOPICS RELEVANT TO REHABILITATION: Client services (information only); Special education; Legislature relationships; Impairments (psychosocial function, psychoses, mental retardation, communicative disorders, visual, muscular dystrophy, and cerebral palsy); Children.

USER INFORMATION: The turn around time for specific documents is 10-14 days from date of receipt; 3 days for recurring bibliographies which are specified by name or subject area; 10-14 days for demand bibliographies, literature searches and abstracts. State of the art reports are currently being prepared, with none yet available.

No. 005

Center for Business & Economic Research

208 Hagerty Hall
1775 South College Road
The Ohio State University
Columbus, Ohio 43210

TELEPHONE: (614) 422-5967

ELIGIBILITY: No special qualifications. Inquire by letter to Mrs. Esther Edgar.

MISSION: Business and economic research.

SERVICES: Reprints of faculty publications on business subjects are available; statistical reports on business conditions in Ohio. Referral service is provided to likely sources of information.

PUBLICATIONS: *Bulletin of Business Research*, a monthly; a publications catalog, which may be obtained by writing to the above address.

PROFESSIONAL SPECIALISTS: Librarian only.

HOLDINGS: Approximately 1500 books and 40 journals dealing with data on economic conditions, man hours, and employment in Ohio. The collection is available for on-site examination.

TOPICS RELEVANT TO REHABILITATION: Leadership; Supervision; Worker morale; Job satisfaction; Performance.

No. 006

Child Welfare League of America, Inc.

67 Irving Place
New York, New York 10003

TELEPHONE: (212) 254-7410

ELIGIBILITY: The Information Service of CWLA is available to individuals, organizations, or agencies interested in child welfare. Direct inquiries to the Director of Information Service by letter or telephone. The Information Service is but a part of CWLA's program and services in behalf of children and their families. Brochures describing CWLA's total service are available free upon request.

MISSION: The purpose of the League's Information Service is to collect, store and retrieve child welfare information, and to present and disseminate it in ways that will best enable individuals, agencies, and communities to use it constructively in their efforts to improve or extend services for deprived, neglected, dependent children and their families.

SERVICES: The CWLA Information Service provides answers to specific questions; suggests pertinent literature and additional sources; cites relevant references. Provides literature searches on specific and general questions as well as bibliographies. On a selective basis, reprints, photocopies, ($0.10 per page), and loans are available. Other departments of CWLA provide additional service such as limited consultation by correspondence on child welfare research, and regular consulting services on a planned basis to affiliated agencies. For non-affiliate agencies, consultation may be provided for a per diem charge.

PUBLICATIONS: The Research Center of CWLA issues statistical reports such as a) salaries in child welfare agencies; b) adoption trends; and c) foster care board rates. Monographs and research reports are available from the Research Center. Other publications issued by Child Welfare League include *Child Welfare*, a monthly journal; the CWLA Standards Series; books; and monographs. The CWLA Publications List for 1971-72 is available upon request.

PROFESSIONAL SPECIALISTS: Social workers and a librarian are on the staff of the Information Service.

HOLDINGS: The CWLA library collection consists of books, research reports, journals and periodical titles, and vertical file drawers which include reports and surveys gathered from public and private organizations and agencies. The collection is available for on-site examination. An appointment is not necessary, but is preferred.

TOPICS RELEVANT TO REHABILITATION: Children; Welfare clients; Disadvantaged; Minority members; Adolescents· Day care center; Foster home programs; Administration; Conferences and workshops; Research.

No. 007

Clearing House Rehabilitation Counselor Training

Oklahoma State University

Stillwater, Oklahoma 74074
TELEPHONE: (405) 372-6211 Ext. 339
ELIGIBILITY: Restricted to public and private agency administrators and staff development personnel, agency libraries, counselor educators, researchers and selected individuals in related disciplines. Inquire by letter to Mr. Harold Skinner, Coordinator of In-Service Training Materials.
MISSION: To make known the availability of certain materials related to the field of vocational rehabilitation. These are both published and unpublished studies, reports, articles, training materials, etc.
SERVICES: Reprints and loans are available, but are limited to those selected items listed in the *Clearing House Memos* (see publications). Referral service is provided to other likely sources of information. Materials pertinent to rehabilitation counselor training may be sent to the Clearing House for listing and distribution, with a minimum of 40 copies requested if the Clearing House is to do the distributing. Written permission from the source is required for listing.
PUBLICATIONS: Publications available from the Clearing House vary widely; direct inquiries to Mr. Skinner. The mailing list to receive the quarterly *Clearing House Memos*, which lists currently available items is restricted (See Eligibility). Individuals interested may utilize the service indirectly by arrangements with those receiving the *Memo*.
PROFESSIONAL SPECIALISTS: None.
HOLDINGS: Approximately 160 items are currently available upon request, with about ten items available for loan. The files and materials are not accessible to all comers, due to limited space and other demands. In special instances, on-site usage of Clearing House materials could possibly be arranged.
TOPICS RELEVANT TO REHABILITATION: Education and training; Staff development; Counselor education; Curriculum.
USER INFORMATION: The turn around time for specific documents and both demand and recurring bibliographies is one day. There is no charge for those items which are placed with the Clearing House for distribution or are originated by the Clearing House.

No. 008

Committee on Prosthetic-Orthotic Education

Division of Medical Sciences
National Research Council
2101 Constitution Ave.
Washington, D. C. 20418
TELEPHONE: (202) 961-1351
ELIGIBILITY: Persons interested in any educational aspect in the fields of prosthetics and orthotics. Inquire by letter to Mrs. Barbara R. Friz.
MISSION: To continue a varied educational and informational program that will complement the activities of the prosthetic and orthotic schools and stimulate the interest of clinicians in improving the delivery of rehabilitation services to amputees and other orthodedically handicapped individuals. To serve as a vehicle for the collection of information relating to clinical practice of prosthetics and orthotics, thereby providing a feedback on the effectiveness of research and educational programs. To serve in an advisory capacity to agencies in the broad field of prosthetic and orthotic education.
SERVICES: Provides answers to specific questions; suggests literature where answer may be obtained; cites relevant references. Prepares bibliographies on a particular subject using mainly those annotated bibliographies published by the Committee. A set of 100 slides on prosthetics is available for loan. Consultation service is provided in program planning. Referral is made to other possible sources of information.
PUBLICATIONS: *Newsletter . . . Amputee Clinics*, a bimonthly; *Review of Visual Aids for Prosthetics and Orthotics*, summarizes and reviews 60 films and includes information relative to the availability of the films and other visual aids; *Amputee Clinics in the United States and Canada—1971*, compiled according to States and Provinces and reflects types of services available at each clinic. It is available by State or Province only, if preferred. *Amputees, Amputations and Artificial Limbs*, an annotated bibliography covering prosthetics articles listed in *Index Medicus* and selected articles from other journals, 1956-1968; *Braces, Splints and Assistive Devices*, an annotated bibliography covering orthotics articles listed in *Index Medicus* and selected articles from other journals, 1956-1968; updated bibliographies through 1970.
PROFESSIONAL SPECIALISTS: Used as consultants in various projects. The staff functions in both a professional and administrative capacity.
HOLDINGS: The collection includes information relating to clinical practice in prosthetics and orthotics and to prosthetist and orthotist education. It is available for on-site examination by appointment only.
TOPICS RELEVANT TO REHABILITATION: Amputees; Educational materials; Prosthetics; Orthotics.
USER INFORMATION: All publications, annotated bibliographies and demand bibliographies are available at no cost.

No. 009

Committee on Prosthetics Research and Development

National Academy of Sciences
2101 Constitution Ave.
Washington, D. C. 20418
TELEPHONE: (202) 961-1345
ELIGIBILITY: No special qualifications. Inquire by letter to the Executive Director.
MISSION: CPRD is responsible for coordination and correlation of research activities in limb prosthetics, orthotics and sensory aids.
SERVICES: Provides answers to specific questions; suggests literature where answer may be obtained; cites relevant references. Prepares state of the art reports, and does bibliographic searches, both demand and recurring. Reprints are available on a limited basis. Consulting services are provided in research planning and referral is made to other possible sources of information.
PUBLICATIONS: *Annual Summary Report; Artificial Limbs*, semiannually; *Inter-Clinic Information Bulletin*, monthly (issued by Child Prosthetic Studies, Research Division, College of Engineering, New York University).
PROFESSIONAL SPECIALISTS: BioMedical engineering and orthopaedic surgery specialists.
HOLDINGS: Approximately 3,000 items, which are available for on-site examination.
TOPICS RELEVANT TO REHABILITATION: Rehabilitation medicine; Orthopedic surgery; Research; Evaluation design; Musculoskeletal function; Amputees; Children (amputees and other orthopaedic cases).
USER INFORMATION: Specific documents, both recurring and demand bibliographies, and state of the art reports are available free of charge with a turn around time of two days.

No. 010

Community Services Administration

Office of Public Information
Social and Rehabilitation Service
Department of Health, Education and Welfare
330 C. Street, SW
Washington, D. C. 20201
TELEPHONE: (202) 962-21401
ELIGIBILITY: No special qualifications. Inquire by letter or telephone to the Office of Public Information.
MISSION: To serve as a focal point for the dissemination of information regarding social services for families, children, and aged and handicapped adults.
SERVICES: Provides answers to specific questions regarding CSA, SRS, and HEW programs, or refers to other public or private sources. Suggests literature where answer may be obtained (where and how available). Cites relevant references. Reprints available upon individual request.
PUBLICATIONS: Progress reports of the Administration are included in the *SRS Annual Report*.
PROFESSIONAL SPECIALISTS: Specialists in services to families, children, and aged and handicapped; specialists in child development, housing services, family planning, homemaker services, day care, community development; social science analysts.
HOLDINGS: No collection is maintained.
TOPICS RELEVANT TO REHABILITATION: Social case work; Social services; Welfare services; Day care center; Program evaluation; Model building; Welfare clients; Disadvantaged; Aged.

No. 011

Defense Documentation Center

Defense Supply Agency
Cameron Station
Alexandria, Va. 22314

TELEPHONE:	OFFICE:	WRITE ATTN:
(202) 274-6871	Central registry	DDC-TSR-1
274-7633	Report ordering	DDC-TSR-1
274-6867	Report bibliog.	DDC-TAR
274-7067	Customer relations	DDC-L

ELIGIBILITY: All Government agencies and their contractors and grantees approved for DDC services. Request and file DD Form 1540, Registration for Scientific and Technical Information Services, and DD Form 1541, Facility Clearance Register, if classified service is desired.
MISSION: DDC is the central facility within the Department of Defense for processing and supplying reports of Defense-sponsored research, development, test, and evaluation (RDT&E) efforts. It is a central source of information concerning current Defense-sponsored efforts in science and technology (submitted as work unit descriptions). Also it serves as a development and design center for Defense technical documentation and information systems, services and products, as well as a service center for related information transfer activities.
SERVICES: Refers requesters and suggests literature where answer may be obtained; cites relevant references. Provides scheduled bibliographies which are announced in the TAB (see publications). Prepares abstracted Report Bibliographies which cover a particular research project or problem, and produces rapid response bibliog-

raphies which provide lists of Accession Document numbers with a 24 hours response time (see publications). Registered users may request full-text copies of any document in the DDC collection. The National Technical Information Service (NTIS) acts as financial agent for DDC and payment of $.95 each is required for documents requested in microform (35mm microfilm or microfiche). Requests for hard copy are subject to a service charge of $3 each. Unclassified/unlimited Defense-sponsored reports are maintained by NTIS and subject to NTIS service charge rates. If payment accompanies the order (by check, NTIS coupon, or government purchase request), the order must be sent to the National Technical Information Service, Springfield, Virginia 22151, for processing. This applies to all documents when payment is sent with the order. If a deposit account has been established with NTIS, the request for a DDC furnished document may be sent directly to DDC. DDC will ship the document and provide proof of shipment to NTIS so that a charge can be made against the user's account. The Center also serves as the central location for registration and certification data concerning access to the services and products of the various activities in the Department of Defense Scientific and Technical Information Program. The DDC's referral service extends the scope of the documentation function to include acquisition, storage, and retrieval of information concerning specialized sources of scientific and technical knowledge. The Center also accomplishes primary distribution of technical reports from certain foreign countries to DOD organizations. *The DDC Digest* keeps registered users abreast of changes in the process of using DDC.

PUBLICATIONS: DDC periodically announces the existence and availability of technical reports added to its document collection through its own publication, the *Technical Abstract Bulletin* (classified), and through *Government Report Announcements* (unclassified), the announcement medium of the National Technical Information Service of the Department of Commerce. Both are distributed twice monthly with companion index volumes.

PROFESSIONAL SPECIALISTS: All areas.

HOLDINGS: More than 1,000,000 technical reports and 58,000 work unit descriptions (19,000 current/active and 39,000 completed/terminated records). The collection is not available for on-site examination.

TOPICS RELEVANT TO REHABILITATION: Administration; Planning; Personnel administration; Program evaluation; Research; Design; Statistical analysis; Operations research; Test construction; Computer simulation; Information retrieval.

No. 012

Educational Research and Information Center (ERIC)

U. S. Office of Education
400 Maryland Ave., SW
Washington, D. C. 20202

TELEPHONE: (202) 963-5275

ELIGIBILITY: No special qualifications. Inquire by letter to Mr. Charles Hoover, Chief, ERIC.

MISSION: To provide a nationwide, comprehensive information system dedicated to the progress of education by transmitting research results.

SERVICES: Searches systematically to acquire all reports relevant to education from schools, state education departments, colleges, universities, professional organizations, businesses, government agencies and foreign sources. Over 35,000 are acquired annually. Selects current, significant, new reports for dissemination. Prepares abstracts of all reports (see Publications). Reproduces reports through the ERIC Document Reproduction Service. The nineteen subject-oriented clearinghouses have the primary responsibility for collecting and disseminating information in their respective areas of concern. The Central Office, located in the U. S. Office of Education, serves as the administration and planning agency for the clearinghouse network.

PUBLICATIONS: *Research in Education*, a monthly abstract journal for report literature and *Current Index to Journals in Education*, a monthly index to the periodical literature; Special collections include: a) *ERIC-Pacesetters in Innovation*, a collection of work plans for all programs funded under title III, ESEA, b) Office of Education Research Reports, 1956-65, Resumes, c) Office of Education Research Reports, 1956-65, Indexes, d) Manpower Research: Inventory for Fiscal Years (1966-68 are available). Publications are available from The ERIC Document Reproduction Service, P. O. Drawer O, Bethesda, Maryland 20014.

PROFESSIONAL SPECIALISTS: Varies; Director, Assistant, graduate students and fifteen individual staff members.

HOLDINGS: The collection is available for on-site examination.

TOPICS RELEVENT TO REHABILITATION: Vocational evaluation; Vocational counseling; Group counseling; Personal counseling; Occupational information; Placement; Follow-up; Basic skills training; Remedial education; Recreation; Day

care center; Information systems; Program evaluation; Personnel administration; Recruitment; Employee counseling; Education and training; Instructional media; Educational materials; Research utilization; Conferences and workshops; Curriculum; Research; Information retrieval; Drug addiction; Disadvantaged; Minority members; Children; Adolescents.

No. 013

ERIC Clearinghouse on Library and Information Sciences

1140 Connecticut Avenue, NW
Suite 804
Washington, D.C. 20036
TELEPHONE: (202) 659-3778
ELIGIBILITY: Educators, practitioners and researchers in library-information science fields. Inquire by letter or telephone.
MISSION: The development of services and products to meet the information needs of the library-information science and educational communities.
SERVICES: Suggests literature where answer may be obtained and makes referral to other possible sources of information. Provides literature searches and demand bibliographies are prepared as determined useful to ERIC/CLIS. Abstracts of less than 200 words are prepared for announcement in *Research in Education*, the monthly announcement journal for the ERIC system. All document services are made available by the ERIC Document Reproduction Service.
PUBLICATIONS: *ERIC/CLIS News*, a newsletter describing Clearinghouse activities, available upon request. Journal articles processed by ERIC/CLIS are announced in the *Current Index to Journals in Education*, available through CCM. Information analysis publications comprising state of the art reports, critical reviews, and the like are prepared in specific subject areas in response to the needs of the library-information science community.
PROFESSIONAL SPECIALISTS: Include two librarians, two abstracter/indexers, three information specialists, and one lexicographer.
HOLDINGS: The collection is part of the total ERIC system and includes some 55,000 documents (available in microfiche), and 25,000 journal articles. It is available for on-site examination by previously approved visitors and appointment only.
TOPICS RELEVANT TO REHABILITATION: Placement; Information systems; Conferences and workshops; Information retrieval.

No. 014

ERIC Clearinghouse on Rural Education and Small Schools

Box 3AP
New Mexico State University
Las Cruces, New Mexico 88001
TELEPHONE: (505) 646-2623
ELIGIBILITY: No special qualifications. Inquire by letter or telephone to the director.
MISSION: To gather and disseminate information relating to American Indian education, Mexican American education, migrant education, outdoor education and recreation, rural education and small schools.
SERVICES: Provides answers to specific questions (most requests are answered by form letter and prepackaged information); suggests literature where answer may be obtained; cites relevant references (on rare occasions). Prepares state of the art reports and bibliographies. Abstracts are available through *Research in Education*. Consulting services are provided on the establishment and use of information centers. Searches of the ERIC files via computer will be made for actual computer costs. Referral is made to other likely sources of information.
PUBLICATIONS: *ERIC/CRESS News Letter*, a newsletter on CRESS activities, available free of charge. Other documents dealing with the Clearinghouse's mission are available through ERIC Document Reproduction Service. A list of publications is available from CRESS.
PROFESSIONAL SPECIALISTS: Information specialists and other administrative staff members.
HOLDINGS: Approximately 39,000 microfiche documents and 64,000 machine readable documents are available for on-site examination.
TOPICS RELEVANT TO REHABILITATION: Remedial education; Recreation; Day care center; Program evaluation; Educational materials; Research utilization; Curriculum; Disadvantaged; Minority members; Children; Adolescents.
USER INFORMATION: The turn around time for specific documents, both recurring and demand bibliographies, literature searches and abstracts, and state of the art reports is five days. Costs range from $0-$20, with an average of $2.00.

No. 015

ERIC Clearinghouse on Vocational and Technical Education

The Ohio State University
1900 Kenny Road
Columbus, Ohio 43210

TELEPHONE: (614) 486-3655

ELIGIBILITY: Vocational, technical, and practical arts educators. Inquire by letter to Dr. Joel H. Magisos, Coordinator.

MISSION: To acquire, select, abstract, index, store, retrieve, analyze, and disseminate research, instructional, and related materials in vocational and technical education.

SERVICES: Suggests sources of information. Refers specific questions. Provides photocopies of documents not otherwise available for $.07 per page. Microfiche or hard copy of most documents is available from ERIC Document Reproduction Service (P. O. Drawer "O", Bethesda, Maryland 20014).

PUBLICATIONS: *Centergram*, a quarterly newsletter; *Abstracts of Research and Related Materials in Vocational and Technical Education* (*ARM*), a quarterly; *Abstracts of Instructional Materials in Vocational and Technical Education* (*AIM*), a quarterly; review and synthesis of research; *Publications of the Center for Vocational and Technical Education* (a publications list).

PROFESSIONAL SPECIALISTS: Vocational educators; a manpower economist; a child psychologist; a computer specialist.

HOLDINGS: 8,298 documents have been indexed and announced in AIM and ARM.

TOPICS RELEVANT TO REHABILITATION: Vocational evaluation; Vocational counseling; Placement; Follow-up; Basic skills training; Instructional media; Educational materials; Curriculum; Research.

USER INFORMATION: Information on vocational and technical education is made available by means of the Clearinghouse abstract journals, *ARM* and *AIM*. Full-text back-up is by means of microfiche or hard copy which is available from EDRS. The Clearinghouse refers many requests to state vocational-technical education research coordination units (RCU), many of which have microfiche collections and are able to provide interpersonal service. Specific documents have a turn around time of 15 days and cost $0.07 per page, while state of the art reports require 15 days and cost $1.75–$2.50 with an average of $2.25.

No. 016

ERIC Counseling and Personnel Services Clearinghouse

School of Education
The University of Michigan
Ann Arbor, Michigan 48104

TELEPHONE: (313) 764-9492

ELIGIBILITY: No special qualifications. Inquire by letter to the Learning Resources Coordinator.

MISSION: Counseling and related services.

SERVICES: Provides answers to specific questions; suggests literature where answer may be obtained; cites relevant references. State of the art reports and bibliographies are prepared (both recurring and demand). Reprints are available; workshops in research planning are conducted. Referrals are made to other likely sources of information.

PUBLICATIONS: Synthesis papers on personnel services, drug abuse, orientation, counseling the disadvantaged, etc., are available at the Clearinghouse and from ERIC Document Reproduction Service. Publication lists for 1969–70 and 1970–71 are available from the Clearinghouse. *Access*: Resources for the Helping Professions, a comprehensive index to the literature of the personnel services held which provides analysis of the information by topics; *CAPS CAPSULE*, a triannual newsletter containing information on the activities of the Clearinghouse, including current news of research and innovation in the personnel service field; *Impact*, a quarterly magazine for the helping professions providing for interaction and sharing of knowledge; *Communique*: A News Sheet for School Counselors, publishes current information of high utility to school counselors nine times each school year; *Register* to Improve Communicative Habits (RICH), an information resources directory.

PROFESSIONAL SPECIALISTS: Six information specialists.

HOLDINGS: The collection includes some 1,500 books, 80 journal subscriptions, and 80,000 microfiche documents. It is available for on-site examination Monday through Friday from 1–4 p.m.

TOPICS RELEVANT TO REHABILITATION: Vocational counseling; Group counseling; Personal counseling; Personnel administration; Recruitment; Employee counseling; Disadvantaged; Drug addiction; Occupation information.

USER INFORMATION: Specific documents, recurring bibliographies and state of the art reports have a turn around time of two weeks. Costs are as follows: specific documents, $1.00–$5.00; recurring bibliographies, $5.00; state of the art reports, $1.00.

No. 017

ERIC Information Retrieval Center on the Disadvantaged

Teachers College
Columbia University
P. O. Box 40
120th Street and Amsterdam Ave.

New York, New York 10027
TELEPHONE: (212) 870-4803 or 870-4808
ELIGIBILITY: No special qualifications. Inquire by letter.
MISSION: To collect, maintain, and make available to qualified users up-to-date information about urban children and youth disadvantaged or handicapped by their economic, ethnic, or social status. To analyze and interpret current research and program literature.
SERVICES: Suggests literature where answer may be obtained; cites relevant references. Provides literature searches regarding state of the art reports, and prepares bibliographies. Abstracts of reports are available in *Research in Education* from the U. S. Government Printing Office. Reprints and microfiche of documents are available through the ERIC Document Reproduction Service. Consulting services are provided in research planning and program planning and administration. Referral is made to other possible sources of information.
PUBLICATIONS: *The ERIC/IRCD Bulletin*, published five times a year carries an analytic or review article and bibliography devoted to a single subject; *The Urban Disadvantaged Series*, which consists of state-of-the-art papers, brief reviews, and annotated bibliographies of documents available through the ERIC system; *The Study of Collegiate Compensatory Programs for Minority Group Youth*, an occasional series describing and evaluating the trends and problems in the higher education of disadvantaged persons. All publications are available from ERIC/IRCD free of charge upon request, but only for the period immediately following publication. Later requests should be directed to EDRS.
PROFESSIONAL SPECIALISTS: Descriptive cataloger and reference librarian; also research assistants.
HOLDINGS: The collection is available for on-site examination by appointment only. It includes books, research reports, newsletters, surveys, bibliographies, instructional materials, occasional papers, monographs, speeches, and conference proceedings.
TOPICS RELEVANT TO REHABILITATION: Disadvantaged; Minority members; Children; Adolescents.

No. 018

Excerpta Medica Foundation

Nassau Building
228 Alexander Street
Princeton, New Jersey 08540
TELEPHONE: (609) 921-6995
ELIGIBILITY: No special qualifications. Services available on a fee basis only.
MISSION: To bring within reach of the medical and related professions scientifically accurate and up-to-date information on significant basic research and clinical findings reported throughout the world.
SERVICES: Such information on significant basic research and clinical findings reported throughout the world is disseminated through the publication of an *English-language Abstracting Series*, covering all the major medical specialities; an *International Congress Series*; a number of basic *Reference Works*; and a group of *Special Abstracting Journals* devoted to specific disease entities. Excerpta Medica is also engaged in audio-visual communications through the preparation of recordings and films of medical symposia organized by the Foundation and concerned with specialized subjects in advanced clinical and basic research. The Foundation also makes available to individual scientists, private institutions, industry, and national and international scientific organizations throughout the world the vast facilities and resources it has developed over the years by providing diverse Special Information Services.
PUBLICATIONS: 1) *Excerpta Medica Abstracting Series*, published in the form of individual Abstracting Journals. As of this year, EM publishes 39 English-language Abstracting Journals in its regular subscription series, all of which are provided with monthly as well as semi-annual or annual subject and author indexes. The original source material for this Abstracting Series includes more than 3,324 leading medical and biomedical serials received at the Foundation's headquarters from all over the world. The medical literature of Japan and the Soviet Union is abstracted in those countries directly. Each of the Abstracting Journals brings together in a single, readily manageable reference source not only material from periodicals devoted to the given specialty, but also relevant information dispersed throughout the publications dealing with other medical and related disciplines. 2.) *International Congress Series*, containing the proceedings and/or abstracts of papers presented at medical conferences. 3.) *Reference Work Series*, single-volume basic reference works, relating to specialized areas within the medical sciences. 4.) *Special Abstracting Journals*, devoted to specific disease entities and other selected topics. This group of journals is developed as an ancillary service to Excerpta Medica's regular Abstracting Series.

TOPICS RELEVANT TO REHABILITATION: All aspects of rehabilitation.

USER INFORMATION: Section XIX, *Rehabilitation and Physical Medicine* of the Abstracting Series is the section of primary interest to workers in the field of rehabilitation. Its annual subscription rate is $35.00 plus $1.75 postage in the United States. Subscribers may secure photostatic copies of otherwise unavailable papers from the EM office; the price is $0.35 per page with a $0.60 research fee for each article. Back volumes of *Rehabilitation and Physical Medicine* are soon to be available on 16 and 35 mm microfilm reels or cartridges. The expected price will be approximately $25.00 per reel.

All requests for literature searches from Excerpta Medica are forwarded to the central processing office in Amsterdam, the Netherlands, and there is about a two week turn around time on such searches.

No. 019

Gallaudet College Library

7th and Florida Ave., NE
Washington, D. C. 20002

TELEPHONE: (202) 386-6512

ELIGIBILITY: Students and professionals in the field of deafness, speech and hearing; people working in these and related fields. Inquire by letter or telephone to Mrs. Lucile Pendell, Librarian.

MISSION: To service the campus of Gallaudet College and others in the field of deafness, speech and hearing.

SERVICES: Provides answers to specific questions; suggests literature where answer may be obtained; cites relevant references. Provides literature searches regarding specific questions and prepares demand bibliographies (if sources are numerous, a complete bibliography is not possible). Photocopies of documents are available for loan and other books may be obtained through interlibrary loan. Referral is made to other possible sources of information.

PUBLICATIONS: *dsh Abstracts*, a quarterly journal published in cooperation with the American Speech and Hearing Association covering the world literature on deafness, speech and hearing. It is available by subscription.

PROFESSIONAL SPECIALISTS: Librarians only.

HOLDINGS: The collection includes some 80,000 items with the material covering all aspects of deafness: heredity, psychology and personality, education and guidance, rehabilitation and vocational training, speech and speech reading, language, and the deaf-blind. Holdings include a special collection of historical material dating back to 1546, and a more recent collection of books, journals, pamphlets, leaflets, reprints, and theses and doctoral dissertations acquired from both American and foreign academic institutions. The collection is available for on-site examination.

TOPICS RELEVANT TO REHABILITATION: Communicative disorders; Voice; Hearing; Speech; Language comprehension.

USER INFORMATION: Demand bibliographies and literature searches and abstracts are free of charge and have a turn around time of one week.

No. 020

Information Center for Hearing, Speech & Disorders of Human Communication

310 Harriet Lane Home
Johns Hopkins Medical Institutions
Baltimore, Md. 21205

TELEPHONE: (301) 955-3390

ELIGIBILITY: Interested scientists and clinicians, administrators, and educators. Inquire by letter or telephone to Mrs. Lois F. Lunin, Program Director.

MISSION: To serve as a national focal point for the identification, collection, storage, retrieval, analysis, repackaging, and dissemination of information on hearing, language, speech, and communication disorders.

SERVICES: Provides answers to specific questions; suggests literature where answer may be obtained; cites relevant references. Provides literature searches regarding specific and general questions, critical reviews, proceeding of workshops held by the Information Center, state of the art reports, bibliographies and abstracts. There is no charge for this service. Referral is made to other possible sources of information.

PUBLICATIONS: *Human Communication and Its Disorders*, (previously *Communication Disorders*); *Current Citations on Communication Disorders; Information Sources in Hearing, Speech, and Communicative Disorders: Part 1. Publications; Part 2. Organizations; Inform/Ed*, a newsletter for journal editors; and special publications available through other sources.

PROFESSIONAL SPECIALISTS: Scientists and clinicians (biomedical engineering, physiology, psychology, audiology and speech, otolaryngology, neurology, neuropathology, plastic surgery, and neurosurgery); information specialists.

HOLDINGS: The collection contains some 30,000 documents covering clinical and experimental literature dealing with balance mechanisms of the inner ear, dyslexia and communication prob-

lems among humans based on disorders of hearing, speech or language processing. The collection is not available for on-site examination.

TOPICS RELEVANT TO REHABILITATION: Communicative disorders; Voice; Hearing; Speech; Language comprehension.

USER INFORMATION: Recurring bibliographies have a turn around time of one day, while other turn around times depend upon the nature of the request. All searches are provided free of charge.

No. 021

Information Center on Crime and Delinquency

NCCD Center
Paramus, New Jersey 07652

TELEPHONE: (212) 254-7110

ELIGIBILITY: No special qualifications. Inquire by letter or telephone to Mr. Eugene Doleschal.

MISSION: To collect, organize, and distribute the international literature on crime, delinquency and related subjects.

SERVICES: Provides answers to specific questions; suggests literature where answer may be obtained; cites relevant references. Provides literature searches regarding specific and general questions and state of the art reports. Bibliographies and abstracts are prepared. The basic service of the Center is the literature search on a given topic related to crime and delinquency, which consists of the provisions of a bibliography, abstracts of documents cited and agency publications on the subject when available. Reprints and loans are available. Referral is made to other likely sources of information.

PUBLICATIONS: *Crime and Delinquency*, a quarterly; *Journal of Research in Crime and Delinquency*, a semiannual publication; *Crime and Delinquency Literature*. Lists of publications as well as monographs and research reports are available from the Center.

PROFESSIONAL SPECIALISTS: Information analysts; experts in correction, criminology,and criminal law are consulted but are not permanent members of the staff.

HOLDINGS: The collection includes 7,000 books and 30,000 documents in vertical files with 17,000 abstracts in an information retrieval system. The collection is available for on-site examination.

TOPICS RELEVANT TO REHABILITATION: Public offenders; Juvenile delinquents; Corrections; Probation; Parole.

USER INFORMATION: Demand bibliographies and searches and abstracts have a turn around time of five days. Costs range from $40-$100, with an average of $45.

No. 022

Manpower Administration Information Office

U. S. Department of Labor
Room 2106
14th and Constitution Ave., NW
Washington, D. C. 20210

TELEPHONE: (202) 961-2822

ELIGIBILITY: No special qualifications. Inquire by letter or telephone to Ronald W. Park, Director.

MISSION: To inform the public of developments in the manpower field and of the programs and services of the Manpower Administration.

SERVICES: Provides answers to specific questions; suggests literature where answer may be obtained; cites relevant references. Provides searches of MA and Dept. of Labor literature regarding specific and general questions. Reprints are available and loans of MA films and slides can be arranged. Provides conference displays. Referral is made to other sources of information.

PUBLICATIONS: Statistical reports: 1) *Manpower Report of the President*, annually; 2) *Area Trends in Employment and Unemployment*, monthly; 3) *Employment Service Statistics*, monthly; 4) *Unemployment Insurance Statistics*, monthly; 5) *Employment and Wages*, quarterly; 6) *Rural Manpower Developments*, irregularly. *Manpower Magazine*, monthly journal of the Manpower Administration. Other publications include monthly enrollment status reports of nine major manpower programs; fiscal, semi-annual and annual reports on eleven major programs; and an annual catalog of research and development projects sponsored by the Manpower Administration. *Publications of the U. S. Department of Labor* and *Selected Publications—Manpower Administration* are publications lists available from the MA.

PROFESSIONAL SPECIALISTS: Public information specialists; public information management specialists; writers; editors; technical writers; display coordinators.

HOLDINGS: The collection of MA and the Department of Labor publications is available for on-site examination.

TOPICS RELEVANT TO REHABILITATION: Prevocational training; Placement; Follow-up; Basic skills training; Recruitment; Selection; Job analysis; Employee suggestion systems; Research; various Client classes.

USER INFORMATION: Specific documents have a turn around time of 5 days, while literature searches require 7-10 days. There is no charge for these services.

No. 023

MEDLARS, National Library of Medicine

8600 Rockville Pike
Bethesda, Md. 20014
TELEPHONE: (301) 496-6193
ELIGIBILITY: Health professionals and other research persons. Inquire by letter or telephone to Head, MEDLARS Management Section.
MISSION: To provide references to the biomedical literature contained in the National Library of Medicine to researchers, clinicians, and other health professionals.
SERVICES: Provides answers to specific questions; suggests literature where answer may be obtained; cites relevant references. Provides literature searches regarding specific and general questions (as staff time permits), state of the art reports. Bibliographies, both recurring and demand are prepared. (Special forms are available for making requests. See User Information.) Photocopies are available and inter-library loans are arranged. Referral is made to other possible sources of information.
PUBLICATIONS: *Index Medicus*, a monthly bibliographic listing of references to current articles from approximately 2,200 biomedical journals; the annual *Cumulated Index Medicus*, containing approximately 220,000 citations; the *Monthly Bibliography of Medical Reviews*, designed to provide quick guidance to the latest reviews in the journal literature of biomedicine; *NLM Current Catalog*, a bibliographic listing of citations to publications cataloged by the Library, published in monthly, quarterly and annual versions. Other publications include: 1) *National Medical Audiovisual Center Catalog*; 2) *Film Reference Guide for Medicine and Allied Sciences*; 3) *MEDLARS—1963-1967*; and 4) *The Principles of MEDLARS. The Guide to MEDLARS Services* is available upon request without charge from NLM.
PROFESSIONAL SPECIALISTS: Indexing and searching are performed by highly trained medical literature analysts with specialized training in various areas of biomedical science.
HOLDINGS: Over 1,300,000 books, journals, and other documents are contained in the collection which is available for on-site examination. Biomedical articles are all indexed and citations are stored on computer. Only data on post-1963 articles is available.
TOPICS RELEVANT TO REHABILITATION: Impairments, all aspects; Medically oriented services.
USER INFORMATION: Special forms are provided by NLM for the purpose of requesting information. These forms can be obtained from your nearest medical school library, which should have someone familiar with the MEDLARS procedure. It is advisable to go over your request with the librarian, so that it may be put in proper form for handling by the MEDLARS search system. It may be that the medical school library can provide you with the necessary information without going through MEDLARS, since the number of search requests which will be handled free of charge has recently been limited by NLM. If more than the alloted number of requests are filed at the regional MEDLARS centers, which do the actual processing of requests, there is a $15.00 computer-time charge per request.

No. 024

National Association for Retarded Children

2709 Avenue E East
Arlington, Texas 76011
TELEPHONE: (817) 261-4961
ELIGIBILITY: No special qualifications. Inquire by letter or telephone to Public Inquiries Section.
MISSION: To provide general information to organizations and individuals about mental retardation; to inform parents about services for their retarded children; to make information about vocational training available to students and to offer training and educational materials for the retarded.
SERVICES: Provides answers to specific questions; suggests literature where answer may be obtained; cites relevant references. Provides literature searches regarding general questions, and state of the art reports; recurring bibliographies are prepared. Consulting services in research planning and program planning and administration are available on a limited basis. Referral is made to other likely sources of information.
PUBLICATIONS: *Mental Retardation News*, a journal; *NARC Publications List*; *Action Together*; and *Information Exchange*.
PROFESSIONAL SPECIALISTS: Public information consultants; mental retardation consultants.
HOLDINGS: The library contains a small, specialized collection of books, research reports, manuscript materials, government documents and technical data. It is open to scientific and academic personnel.
TOPICS RELEVANT TO REHABILITATION: Training; Placement; Basic skills training; Special education; Recreation; Volunteer services; Sheltered workshop; Day care center; Education and training; Mental retardation.
USER INFORMATION: Specific documents have a turn around time of 10 days and cost from $.10 to $3.00. Recurring bibliographies require 10

days and cost $.10, while literature searches and abstracts have a turn around time of 14 days with varying costs. State of the art reports require three months and cost $1.00–$3.00 with an average of $2.00.

No. 025

National Clearinghouse for Mental Health Information

Office of Communications
National Institute of Mental Health
5600 Fishers Lane
Rockville, Md. 20852

TELEPHONE: (301) 443-4533

ELIGIBILITY: Individuals or organizations engaged in research, practice or administration in the field of mental health. Inquire by letter or telephone to Technical Information Section.

MISSION: Responsible for the National Institute of Mental Health's program of scientific and technical information. Acquires all information in the field of mental health and processes it by means of such techniques as cataloging, abstracting, extracting, translating, indexing, coding and storing for retrieval.

SERVICES: Provides answers to specific questions; suggests literature where answer may be obtained; cites relevant references. Provides literature searches regarding scientific and general questions, and state of the art reports. Recurring and demand bibliographies and abstracts of 150–250 words are prepared. There is no charge for these services. Consultation is available in research planning and program planning and administration. Referral is made to other likely sources of information.

PUBLICATIONS: *Psychopharmacology Abstracts* and *Crime and Delinquency Abstracts*, abstract journals with indexes; *Bulletin of Suicidology*, *Schizophrenia Bulletin*, and *Drug Dependence*, bulletins or notes with abstracts; *Mental Health Digest*, a monthly publication containing condensations of material selected from the current mental health literature; *Volunteer Services in Mental Health*, *Social Aspects of Alienation*, and *Bibliography on the Urban Crisis*, which are specialized one-time bibliographies.

PROFESSIONAL SPECIALISTS: Physician; information specialists.

HOLDINGS: The collection includes some 90,000 reports, 10,000 books, and 1,000 periodical and journal titles. It is available for on-site examination without appointment unless librarian assistance is needed.

TOPICS RELEVANT TO REHABILITATION: All areas of mental health and mental illness: Aging, Behavioral sciences, Community mental health, Crime and delinquency, Deprivation, Drug abuse, Psychotherapy, Intelligence studies, Mental retardation, Model cities, Occupational mental health, Psychology, Psychopharmacology, Psychosomatic medicine psychotherapy, Rehabilitation, Religion and mental health, Social welfare and family relations, Suicide.

USER INFORMATION: This office sent a request to NCMHI on March 23, 1971, for information regarding "innovations in mental health," and a possible bibliography of sources of further information. We received a reply on April 6, 1971, which consisted of two pamphlets and an extensive bibliographic search in computer printout form. This bibliography consisted of all references contained in the NCMHI data base on this topic with an approximate 200 word abstract on each reference. Some 150 references were cited.

No. 026

National Easter Seal Society for Crippled Children and Adults Library

2023 W. Ogden Ave.
Chicago, Ill. 60612

TELEPHONE: (312) 243-8400

ELIGIBILITY: Any responsible agency or person. Inquire by letter or telephone to Mr. Earl C. Graham, Librarian.

MISSION: To educate and inform: 1) Easter Seal personnel, 2) other agencies, 3) educational institutions and libraries, 4) interested public, and 5) the handicapped and their families. The function of the Library is 1) to report present knowledge, 2) to identify current literature, 3) to assist others to acquire the literature, and 4) to provide the literature.

SERVICES: Provides answers to specific questions and cites relevant references if data is readily at hand without intensive search (the Library has a ready reference service). Suggests literature where answer may be obtained through reader use of the monthly issues of *Rehabilitation Literature* and 16 bibliographies and reading lists (see publications). These recurring bibliographies are revised every one to three years and include books, pamphlets, periodicals in print on various subjects. Reprints and photocopies are available and loans can be arranged if the literature is not available from the source. Consulting services are provided only to Easter Seal personnel and affiliated societies. Referral is made to other likely sources of information.

PUBLICATIONS: *Rehabilitation Literature*, a monthly journal; *Publications Catalog of the Society*; *Checklists* of Society publications on spe-

cific subjects are also available as well as various bibliographies.

PROFESSIONAL SPECIALISTS: Two librarians.

HOLDINGS: The collection contains some 3,500 books and 300 journals which are cataloged and indexed in the monthly issues of *Rehabilitation Literature*. The collection is available for on-site examination; an appointment is preferred.

TOPICS RELEVANT TO REHABILITATION: Rehabilitation facilities; Administration; Personnel administration; Educational materials, Conferences and workshops; Continuing education; Staff development; Research; Impairments; various Client services; Musculoskeletal function; Arthritic diseases; Muscular dystrophy; Cerebral palsy.

USER INFORMATION: Specific documents have a turn around time of two days, while recurring bibliographies require one week. These services are provided free of charge.

No. 027

National Education Association Adult Education Clearinghouse

1201 16th Street, NW
Washington, D. C. 20036

TELEPHONE: (202) 833-5492

ELIGIBILITY: Primarily for members of the National Education Association and affiliates. Inquire by telephone or letter to Dr. Richard W. Cortright.

MISSION: To provide easier access to information useful in the education of adults and out-of-school youth. NAEC obtains, processes, and disseminates information about all aspects of adult education. Particular attention is given to elementary level and high school completion programs for adults.

SERVICES: Provides answers to specific questions; suggests literature where answer may be obtained; cites relevant references. Literature searches regarding specific and general questions, state of the art reports, recurring and demand bibliographies are provided (there is a charge of 10¢ per page). Reprints, photocopies (10¢ per page), films, slides and loans are available. Consulting services in research planning and program planning and administration are available also. Materials are available in French and Spanish. Referral is made to other likely sources of information.

PUBLICATIONS: The Clearinghouse serves only as a dissemination center for previously published information, and, as such, generates no publications of its own.

PROFESSIONAL SPECIALISTS: One information specialist.

HOLDINGS: The collection contains over 1,100 documents which are available for on-site examination by appointment only.

TOPICS RELEVANT TO REHABILITATION: Prevocational training; Basic skills training; Remedial education; Program evaluation; Instructional media; Educational materials; Research utilization; Disadvantaged; Minority members; Adults.

No. 028

National Referral Center, Science and Technology Division

Library of Congress
10 First Street, SE
Washington, D. C. 20540

TELEPHONE: (202) 426-5670

ELIGIBILITY: No special qualifications. Inquire by letter or telephone to Mrs. John F. Price, 426-5687.

MISSION: To function as an intermediary, directing those who have questions concerning specific subjects to organizations or individuals with specialized knowledge of those subjects.

SERVICES: Suggests organizations where detailed and informed answers may be obtained to scientific and technical questions. Provides the name, address, phone number, and information regarding any special conditions of service imposed by the organizations referred to.

PUBLICATIONS: Directories issued by the Center may be purchased from the U. S. Government Printing Office. They are: *A Directory of Information Resources in the United States: Social Sciences* (being revised); *A Directory of Information Resources in the United States: Water; A Directory of Information Resources in the United States: Federal Government* (to be revised in 1972); *A Directory of Information Resources in the United States: Toxicology; A Directory of Information Resources in the United States: Physical Sciences and Engineering; A Directory of Information Resources in the United States: Biological Sciences* (in preparation).

PROFESSIONAL SPECIALISTS: Social scientist; specialist in physical sciences and engineering; specialist in biological sciences.

HOLDINGS: A continuously updated and subject indexed inventory of some 8,000 organizations capable of meeting specific information needs, including libraries, information centers, professional societies, universities, industrial firms willing to extend their information services beyond their own organization, and Federal, State, and local government offices.

TOPICS RELEVANT TO REHABILITATION: Physical sciences; Biological sciences; Engineering; Social sciences; Federal government.

No. 029

National Technical Information Service

5285 Port Royal Road
Springfield, Va. 22151
TELEPHONE: (703) 321-8500
ELIGIBILITY: No special qualifications. Inquire by letter or telephone to Information Services, 321-8523.
MISSION: The establishment of the National Technical Information Service (NTIS) in the Department of Commerce in September, 1970, was a major step towards consolidation and improvement of services to simplify and increase public access to Federal publications and data files of interest to the business, scientific and technical communities. The Clearinghouse for Federal Scientific and Technical Information in the National Bureau of Standards has been transferred to the NTIS and its functions merged with the broader mission for NTIS. The new organization adds a variety of business and economic information services which were provided to the public from widely separated components of the Department.
SERVICES: Provides answers to specific questions within limits of available material; suggests literature where answer may be obtained; cites relevant references. Provides literature searches regarding specific and general questions and state of the art reports (from services within the system, but none prepared by NTIS). Offers NTISearch, an abstract retrieval service, which provides up to 100 abstracts of technical reports produced from Government-funded R&D projects released since 1964. Each search costs $25 and users must provide search questions and give key words or descriptors. Photocopies of NTIS reports are available, of which approximately 95% are also available in microfiche form. However, NTIS offers a **S**elective **D**issemination of **M**icrofiche service which provides the customer with microfiche copies of the reports in highly selective fields of interest. This service provides automatic mailing of documents as they become available. It is advisable to set up an account with NTIS to assure maximum utilization of the services offered and minimum turn around time on information requested. Statistical reports prepared by other government agencies are available on file with NTIS. Foreign translations of research and development reports are offered through NTIS by the Joint Publications Research Service. Referral is made to other possible sources of information.
PUBLICATIONS: *Government Reports Announcements (GRA)*, an abstract journal issued twice a month providing the widest coverage of technical report literature that is available to the public; *Government Reports Index (GRI)*, published concurrently with the *GRA*; *Government Reports Topical Announcements (GRTA)*, a current awareness service published twice monthly; *Fast Announcement Service*, published irregularly and covering selected new Government research and development reports recently received by NTIS for public sale; *NTIS News Briefs*, published irregularly to provide frequent users of NTIS products with advance information about new NTIS plans.
PROFESSIONAL SPECIALISTS: Information specialists; B.A. or B.S. degrees in scientific fields.
HOLDINGS: The collection contains over 500,000 technical reports of which 95% are on microfiche. It is available for on-site examination.
TOPICS RELEVANT TO REHABILITATION: All aspects of rehabilitation research and development.
USER INFORMATION: Specific documents have a turn around time of two days, while literature searches and abstracts require two weeks. Microfiche obtained using the SDM service cost $.35 per title. Otherwise there is a $.95 charge per microfiche title. Document pricing used by NTIS for paper copy is based on the page count of the document as follows: 1 to 300 pages, $3.00; 301 to 600 pages, $6.00; 601 to 900 pages, $9.00. Documents which are outside this price range or have been obtained by special agreement between NTIS and the sponsoring agency, are priced individually at a non-standard price. Two years after announcement, documents in the $3.00, $6.00 and $9.00 price category are priced at $6.00.

No. 030

New England Special Education Instructional Materials Center

Boston University School of Education
704 Commonwealth Avenue
Boston, Mass. 02215
TELEPHONE: (617) 353-3195
ELIGIBILITY: Teachers of and students in special education and other interested persons. Inquire by letter or telephone to Dr. John Tringo, Director.
MISSION: To provide educational services to the field of special education.
SERVICES: Provides answers to specific questions; suggests literature where answer may be obtained; cites relevant references. The Resource Center provides supporting services to associate centers. Both annual and research statistical reports are available upon request. Recurring and demand bibliographies are prepared for educa-

tors in New England. Reprints, photocopies, films, slides, and microfiche are available, and Resource Center materials are available for loan. Consulting services are provided in the areas of research planning and program planning and administration (see Professional Specialists). Referral is made to other possible sources of information.

PUBLICATIONS: *Resource Aids. . . .*, published on various topics; an official newsletter; annual progress reports; proceedings of conferences; and research papers.

PROFESSIONAL SPECIALISTS: Specialists in the areas of: Trainable mentally retarded; emotionally disturbed; learning disabilities; speech and language; early childhood and educational research.

HOLDINGS: The collection includes 1,500 texts, 300 curriculum guides, 900 bulletins and pamphlets, and 350 tests, periodicals and references. It is available for on-site examination.

TOPICS RELEVANT TO REHABILITATION: Education and training; Instructional media; Computer-assisted instruction; Educational materials; Simulation techniques; Programmed instruction; Research utilization; In-service education and training; Conferences and workshops; Continuing education; Pre-service education and training; Curriculum guides; Design; Statistical analysis; Attitude scaling; Evaluation design; Model building; Operations research; Mental retardation; Communicative disorders; Hearing; Speech; Language comprehension; Visual; Neurological function; Cerebral palsy.

USER INFORMATION: Specific documents have a turn around time of one week, as do recurring and demand bibliographies. There is no charge for these services.

No. 031

Northern Colorado Educational Board of Cooperative Services

1750 30th Street, Suite 48
Boulder, Colorado 80301

TELEPHONE: (303) 444-4987

ELIGIBILITY: Primary emphasis is on serving the needs of students, teachers, administrators, and other educators in the six state regional network of Colorado, Wyoming, Utah, South Dakota, Oregon and Washington. Inquire by telephone or letter to Mr. William H. McCleary, Director, for special request forms.

MISSION: To provide current and pertinent educational information to educators through automated searches of the ERIC data base and the University of Colorado Library.

SERVICES: Provides answers to specific questions; suggests literature where answer may be obtained; cites relevant references. Major emphasis is on supplying actual documents of interest. Provides literature searches regarding specific and general questions and state of the art reports (limited). Recurring and demand bibliographies are prepared through an automated search of ERIC's Current Index to Journals in Education. Abstracts of 4000 words are prepared. Reprints and photocopies are available along with an extensive supply of microfiche titles. Loans can be arranged. Consulting services in research planning and program planning and administration are offered. Statistical reports on all phases of education are prepared periodically. Referral is made to other likely sources of information.

PUBLICATIONS: Monographs and research reports are published periodically. *News from the Northern Colorado Educational Board of Cooperative Services*, the official newsletter of the Board; *Catalog of Computerized Searches*, contains profiles of information which have been produced in response to individual requests by Information Retrieval Center users; *Packets of Educational Topics*, contain selected materials included within broad topic areas and provide general, survey-type background information pertaining to those topics; *Current Awareness Profile*, an information product designed to give a broad, but not necessarily comprehensive coverage to approximately 30 educational subjects.

PROFESSIONAL SPECIALISTS: Information specialists; reference librarians; program planning director.

HOLDINGS: The collection contains over 500 books, 50 journal titles and 100,000 microfiche titles, with abstract entries based on the ERIC system. It is available for on-site use by approved visitors by appointment only.

TOPICS RELEVANT TO REHABILITATION: Education and training; Program evaluation; Program development and measurement; Information retrieval.

USER INFORMATION: Requests for specific documents are filled immediately free of charge. Recurring bibliographies are published quarterly; there is no charge. Demand bibliography requests are filled immediately, and have a charge of $5.00–$8.00.

No. 032

Office of Research and Demonstrations

Social and Rehabilitation Service
Dept. of Health, Education, and Welfare
330 C Street, SW
Washington, D. C. 20201

TELEPHONE: (202) 962-4134

ELIGIBILITY: No special qualifications. Inquire by letter or telephone to the Research Utilization Branch.

MISSION: To provide information on research and demonstration projects sponsored by SRS, including availability of abstracts and final reports of such projects.

SERVICES: Suggests literature where answers may be obtained; cites relevant references through bibliography of SRS Research and Demonstration grants. Provides a yearly bibliography of SRS R&D Projects and 1500 word abstracts on completed research reports. Reprints of the abstracts are available. Statistical reports on rehabilitation and social welfare are available from the National Center for Social Statistics, SRS. Referral is made to other possible sources of information.

PUBLICATIONS: *Research "Brief" Series*, two to four page summaries of both completed and ongoing research in vocational rehabilitation, serving to keep workers in the rehabilitation field abreast of research findings. The "Briefs" include the findings of the research and the resulting "implications for action." Also published are: *Annotated Listing of SRS R&D Reports*, and *Publications of the Social and Rehabilitation Service*, which is available from the OA-Division of General Services, SRS. The other two publications can be obtained from the Research Utilization Branch, SRS.

PROFESSIONAL SPECIALISTS: Specialists in all areas of rehabilitation.

HOLDINGS: The collection contains some 2,000 research and demonstration reports. It is available for on-site examination, and is indexed in the publication *Rehabilitation Research and Demonstration Projects, 1955-1970*, University of Florida, June, 1970.

TOPICS RELEVANT TO REHABILITATION: All aspects of rehabilitation.

USER INFORMATION: Specific documents, recurring bibliographies and abstracts have a turn around time of five days and are provided free of charge.

No. 033

President's Committee on Employment of the Handicapped

Washington, D. C. 20210

TELEPHONE: (202) 961-2473

ELIGIBILITY: No special qualifications. Inquire by letter or telephone to the Information Office.

MISSION: To promote opportunities for the physically and mentally handicapped.

SERVICES: Provides answers to specific questions; suggests literature where answer may be obtained; cites relevant references. Provides literature searches regarding specific and general questions. Reprints, photocopies, films and slides are available, and loans can be arranged. Consulting in research planning and program planning and administration is provided. Annual statistical reports on the handicapped are available. Translated documents in French are also included. Referral is made to other possible sources of information.

PUBLICATIONS: Monographs, research reports and progress reports. *Performance*, the monthly journal of the Committee. Publications lists can be obtained from the Information Office at the address above. Other publications include: 1.) *How To Get a Job: A Handy Guide for Jobseekers*; 2.) *Guide to Job Placement of the Mentally Retarded*; 3.) *These, Too, Must Be Equal: America's Needs in Habilitation and Employment of the Mentally Retarded*; 4.) *Conference on Unskilled Workers in the Labor Force: Problems and Prospects*.

PROFESSIONAL SPECIALISTS: Specialists in: Employment, Volunteers, Rehabilitation, Sheltered workshops, Disabled veterans, Public relations, and Architectural barriers.

HOLDINGS: The collection contains some 50 journal titles. It is available for on-site examination by approved visitors.

TOPICS RELEVANT TO REHABILITATION: Placement; Follow-up; Volunteer services; Public relations; Conferences and workshops; Mental retardation; Disadvantaged.

USER INFORMATION: The turn around time for specific documents is 1-10 days. There is no charge for this service.

No. 034

Prosthetic and Sensory Aids Service

Research and Development Division
Veterans Administration
252 7th Avenue
New York, New York 10001

TELEPHONE: (212) 620-6671
620-6672

ELIGIBILITY: No special qualifications. Direct inquiries by letter to the Research and Development Division.

MISSION: Artificial limbs, braces, aids for the blind, hearing aids, wheelchairs and other assistive devices.

SERVICES: Provides answers to specific questions; suggests literature where answer may be ob-

tained; cites relevant references. Provides literature searches regarding specific and general questions. Prepares state of the art reports, and both recurring and demand bibliographies. Reprints, photocopies, films and/or slides are available. Loans can be arranged upon request. Consulting services are provided in research planning and program planning and administration. Referral is made to other possible sources of information.

PUBLICATIONS: Publishes the *Bulletin of Prosthetics Research*, which is available from the Superintendent of Documents, VA. Also a limited number of monographs and research reports are prepared for publication.

PROFESSIONAL SPECIALISTS: Specialists include a mechanical engineer, electronics engineer, counseling psychologist, two physical therapists and one writer-editor.

HOLDINGS: A considerable collection on prosthetic and sensory aids is maintained. It includes books, journals, technical reports, research reports, patents and a limited supply of microfiche. It is available for on-site examination, and an appointment is preferred.

TOPICS RELEVANT TO REHABILITATION: Prosthetics; Orthotics; Conferences and workshops; Hearing; Visual; Musculoskeletal function; Amputees.

USER INFORMATION: The turn around time for specific documents and recurring bibliographies is one day; demand bibliographies, 2 days; literature searches and state of the art reports, 5 days. There is no charge for these services.

No. 035

Rocky Mountain Special Education Instructional Materials Center

8th Avenue and 21st Street
Greely, Colorado 80631

TELEPHONE: (303) 351-2681

ELIGIBILITY: Educators of the handicapped, agencies, organizations, or individuals interested in the education of the handicapped. Inquire by letter or telephone to Dr. Willard G. Jones.

MISSION: Provides information concerning all areas of handicapped children and their education.

SERVICES: Provides answers to specific questions; suggests literature where answer may be obtained; cites relevant references. Provides literature searches regarding specific and general questions, bibliographies (both demand and recurring), and prepares abstracts of 50-300 words (limited to instructional materials for children and professional materials for educators). Reprints of ERIC documents, photocopies of *Exceptional Children Abstracts* and professional materials, as well as films and slides on education of teachers of the handicapped and handicapped children are available. Loans can be arranged (two weeks, renewable for two weeks; 45 days on interlibrary loans). Limited consultation is provided on research planning and program planning and administration. Statistical reports on a variety of topics concerned with the education of the handicapped are available upon request. Referral is made to other possible sources of information.

PUBLICATIONS: Publication of research and development centers for the handicapped and *Exceptional Child Abstracts*. Progress reports are submitted to the Bureau of Education for the Handicapped for publication. Lists of publications are available.

PROFESSIONAL SPECIALISTS: Director of planning, development, and evaluation; media library specialist; media specialist; information specialist; training specialist; evaluation specialist; and document specialist.

TOPICS RELEVANT TO REHABILITATION: Special education; Sheltered workshop; Educational materials; Curriculum; Mental retardation; Speech; Visual; Cerebral palsy; Adults; College students.

USER INFORMATION: Specific documents and recurring bibliographies have a turn around time of 3-5 days, while demand bibliographies, literature searches and abstracts (limited) require 5-30 days. There is no charge for these services.

No. 036

Smithsonian Science Information Exchange, Inc.

Room 300, Madison National Bank Building
1730 M. Street, NW
Washington, D. C. 20009

TELEPHONE: (202) 381-5511

ELIGIBILITY: No special qualifications. Inquire by letter or telephone to Dr. Monroe E. Freeman.

MISSION: Compilations of broad or specific data to assist in planning and coordination of research management and administration to provide detailed information about research in progress to scientists and others.

SERVICES: Provides answers to specific questions; identifies knowledgeable investigators. Provides literature searches regarding specific and general question on ongoing research. Resume retrieval, both recurring and demand, is performed on ongoing research only. Abstracts written as a one-page original document are available. Photocopies and microfilm can be obtained upon request. Consulting services on research planning, pro-

gram planning and administration, information systems, indexing systems, and vocabularies are available. Statistical reports on research in progress, its subject, location or source of support are prepared upon demand. Referral is made to other likely sources of information.

PUBLICATIONS: Progress reports are published as annual updating of individual research-in-progress descriptions only. Catalogs in selected areas of research are prepared on request. A brochure describing services and associated costs is available by writing to the Exchange.

HOLDINGS: The collection contains some 150,000 projects reports and is available on computer in full text. The collection is accessible for on-site examination; an appointment is not necessary, but desirable.

TOPICS RELEVANT TO REHABILITATION: Client services; Rehabilitation facilities; Administration; Personnel administration; Education and training; Research; Impairments; Various client impairment categories.

USER INFORMATION: Specific documents have a turn around time of one day with a cost of $1.00. Recurring and demand bibliographies require 5-15 days and have varying costs. Literature searches and abstracts have a 7 day turn around time and average $40.00.

No. 037

Special Education Instructional Materials Center

2613 Wichita Street
Austin, Texas 78712

TELEPHONE: (512) 471-3145

ELIGIBILITY: State education agencies, instructional materials centers, and teacher training institutions in Texas, Oklahoma and Arkansas. Inquire by letter or telephone to Mr. Albert W. Fell.

MISSION: To improve education for the handicapped. Information and materials concerning all areas of special education is available to professional people engaged in education of the handicapped.

SERVICES: Provides answers to specific questions by suggested instructional materials for specific problems. Suggests literature where answer may be obtained using professional literature pertaining to the handicapped. Cites relevant references concerning special education. Provides literature searches regarding specific and general questions about special education. Prepares bibliographies and 250 word abstracts concerning special education instructional materials. Loans of instructional materials and professional texts can be arranged and microfiche titles are available for in-house use. Consultation is provided on research planning concerning the evaluation of instructional materials and service and on program planning and administration concerning the operation of associate instructional materials centers. Referral is made to other possible sources of information.

PUBLICATIONS: Progress reports are prepared for the Bureau of Education for the Handicapped. Lists of instructional materials are available.

PROFESSIONAL SPECIALISTS: Curriculum specialists; field director (consultant); research director; librarian.

HOLDINGS: The collection includes some 6,500 instructional materials and is available for on-site examination. An appointment is desired but not required.

TOPICS RELEVANT TO REHABILITATION: Educational materials; Instructional media; Curriculum; Special education; Mental retardation; Cerebral palsy.

USER INFORMATION: Specific documents, demand bibliographies and literature searches and abstracts have a turn around time of 7 days. Recurring bibliographies require only one day.

No. 038

Technology Utilization Office

National Aeronautics and Space Administration
400 Maryland Ave., SW
Washington, D. C. 20546

TELEPHONE: (202) 963-7925

ELIGIBILITY: No special qualifications. Direct inquiries to any of the six Regional Dissemination Centers (see Services).

MISSION: Innovations in devices, materials, processes, and techniques developed by NASA laboratories and contractors; engineering applications of aerospace science and technology.

SERVICES: The information services offered by the Technology Utilization Office of NASA are provided through its six Regional Dissemination Centers. These centers, their addresses and most current telephone numbers are listed below:

The New England Research Application Center
Mansfield Professional Park
The University of Connecticut
Storrs, Connecticut 06268
Phone: (203) 429-6421

North Carolina Science and Technology
Research Center
P. O. Box 12235
Research Triangle Park, N. C. 27709
Phone: (919) 549-8291

Knowledge Availability Systems Center
University of Pittsburgh
Pittsburgh, Pennsylvania 15213
Phone: (412) 621-3500

Aerospace Research Applications Center
Indiana Memorial Union
Bloomington, Indiana 47401
Phone: (812) 337-7970

The Technology Application Center
The University of New Mexico
Albuquerque, New Mexico 87106
Phone: (505) 277-3118

Western Research Application Center
University of Southern California
809 West 34th Street
Los Angeles, Calif. 90007
Phone: (213) 746-6132

In addition, this office has been able to obtain specific information on several of the above Dissemination Centers. Descriptions of the services offered by these Centers follow as subheadings of this Information Services Center.

No. 039

Knowledge Availability Systems Center

University of Pittsburgh
135 North Bellefield Avenue
Pittsburgh, Pa. 15213

TELEPHONE: (412) 621-3500 Ext. 6352

ELIGIBILITY: No special qualifications. Direct inquiries by letter or telephone to a sales representative.

MISSION: To perform research and to provide academic training in the field of information science and to provide information service to the industrial community in the field of science and technology.

SERVICES: Assistance is provided to an individual in the selection of an appropriate mechanized file which contains references relevant to his interests. Mechanized searches of the files available to the KASC result in bibliographic citations or abstracts of references whose index terms or natural language match those of the search strategy. Provides literature searches regarding specific and general questions, state of the art reports, both recurring and demand bibliographies and abstracts. Limitations now existing in the state of the art indexing prevent the non-occurence of non-relevant references using mechanized procedures. The proportion of non-relevant references will increase as the question becomes more specific or more broad. Searches may be performed as frequently as the mechanized file is updated by its authors, and may cover all or a portion of the mechanized file. Abstracts are available as they have appeared in the various journals announcing the addition of items to a file. Abstracting is not performed by the KASC. Reprints and microfiche are available if provided by the source. Photocopies may also be obtained. The KASC offers its assistance and advice in the organization for utilization of information services. Workshops designed to train users in the construction of profiles and selection of appropriate mechanized files are offered approximately four times a year. Statistical reports on the operations of the regional dissemination services of the KASC are prepared quarterly and are available from the National Aeronautics and Space Administration. Referral is made to other possible sources of information.

PUBLICATIONS: Publications include various booklets and pamphlets describing those services offered by the KASC. They are available free of charge upon request.

HOLDINGS: The collection includes some 70 books, 50 journals and 500,000 microfiche titles. The computerized data base contains over half a million documents. The collection is available for on-site examination to approved visitors by appointment.

TOPICS RELEVANT TO REHABILITATION: Planning; Information systems; Training; Simulation techniques; Statistical analysis; Computer simulation; and Operations research.

USER INFORMATION: Reprints of specific documents carry a charge of $.05 per page and up; recurring bibliographies cost from $85 to $310; demand bibliographies, state of the art reports, abstracts and other literature searches cost from $55 to $200.

No. 040

The New England Research Application Center

Mansfield Professional Park
The University of Connecticut
Storrs, Conn. 06268

TELEPHONE: (203) 429-6421

ELIGIBILITY: No special qualifications. Inquire by letter, telephone, and special form (available from NERAC) to Mr. Robert M. Benjaminson, Assistant Director for Client Services.

MISSION: All subjects broadly related to science and technology.

SERVICES: Occasionally provides answers to specific questions and suggests literature where

answer may be obtained. Cites relevant references. Provides literature searches regarding specific and general questions, state of the art reports (occasionally), and prepares abstracts and both recurring and demand bibliographies. Reprints, photocopies and microfiche are available upon request. Translation services are provided through the use of University of Connecticut faculty and students and other outside sources. Most languages are covered. Referral is made to other possible sources of information.

HOLDINGS: NERAC has very few in-house documents, but it will obtain and provide any and all documents requested.

USER INFORMATION: Recurring bibliographies are published monthly, with exceptions, at an average cost of $30 per month. Demand bibliographies require thirty days and have an average cost of $400. Literature searches and abstracts take two weeks and average $300. For specific documents, the turn around time varies from one to thirty days with an average cost of $3.00 per document.

No. 041

North Carolina Science and Technology Research Center

P. O. Box 12235
Research Triangle Park, N. C. 27709

TELEPHONE: (919) 549-8291

ELIGIBILITY: No special qualifications. Inquire by letter or telephone to Mr. Peter J. Chenery, Director.

MISSION: To provide government-collected and other technical information to the industrial and academic communities in the Southeast.

SERVICES: Provides answers to specific questions (such as source of supply, simple technical questions, etc.); suggests literature where answer may be obtained; cites relevant references. Provides literature searches regarding specific and general questions, state of the art reports and both recurring and demand bibliographies. Abstracts of 150-300 words are also prepared. Photocopies and microfiche are available, and loans of films and slides can be arranged. Consultation in research planning and administration is provided through referral services, with topics limited to the physical sciences and engineering. NCSTRC can also locate translators for most European and Asiatic languages from among local university faculty and graduate students. A quarterly newsletter, *Tech Topics*, and a monthly newssheet *Tech Bulletin* are published. Referral is made to other possible sources of information.

HOLDINGS: The collection contains some 250,000 microfiche titles (in house), and there is an in house abstract file of 800,000 documents which are on computerized search files. The collection is available for on-site examination.

USER INFORMATION: Recurring bibliographies are published monthly at an average cost of $150 per year. Demand bibliographies require about ten working days and have an average cost of $75. For specific documents, the turn around time may be from 1 to 120 days depending upon the source, with an average cost of $3.50 per document (prices range from $.20 to $20).

No. 042

Technology Application Center

University of New Mexico
Albuquerque, New Mexico 87106

TELEPHONE: (505) 277-3118

ELIGIBILITY: Any paying individual or firm. Inquiries should be directed by letter to Mr. William A. Shinnick, Director.

MISSION: To store, retrieve and disseminate new technology derived from space research.

SERVICES: Provides answers to specific questions; suggests literature where answer may be obtained; cites relevant references. Provides literature searches regarding general questions and state of the art reports, and prepares demand bibliographies and abstracts. Reprints, photocopies, films or slides and microfiche are available upon request. Referral is made to other possible sources of information.

PUBLICATIONS: None

PROFESSIONAL SPECIALISTS: Specialists include the following: Electrical engineer, Chemist, Chemical engineer, Mechanical engineer, Geologist, Nuclear engineer, Industrial engineer and Business administrator.

HOLDINGS: The collection includes some 50,000 books, 3,600 journals, 185,000 microfiche titles and 500,000 pieces of machine readable information.

TOPICS RELEVANT TO REHABILITATION: Planning; Control; Information systems; Program evaluation; Selection; Psychological testing; Performance; Statistical analysis; Computer simulation.

USER INFORMATION: Specific documents and state of the art reports have a turn around time of from one day to six weeks and average from $0.10 to $3.00 in cost. Demand bibliographies

require an average of 10 days, with an average cost of $125.00. Literature searches and abstracts require 7-10 days and cost from $50.00 to $350.00.

No. 043

Western Research Application Center (WESRAC)

University of Southern California
809 West 34th Street
Los Angeles, Calif. 90007
TELEPHONE: (213) 746-6132
ELIGIBILITY: No special qualifications. Inquire by telephone or letter to Director, WESRAC.
MISSION: To provide technology to industry in the West. Practically any subject is covered in a multitude of available data sources.
SERVICES: Provides answers to specific questions; suggests literature where answer may be obtained; cites relevant references. (The WESRAC product is a report containing a collection of pertinent literature abstracts resulting from a multi-screening process of one or more information sources). Provides literature searches regarding specific and general questions and state of the art reports. Bibliographies, both recurring and demand, are prepared, as well as 25-200 word abstracts. Reprints, photocopies and microfiche titles are available. Referral is made to other possible sources of information.
PUBLICATIONS: None published by WESRAC.
PROFESSIONAL SPECIALISTS: Specialists cover the following areas: Civil engineering, Mechanical engineering, Aeronautical engineering, Electrical engineering, Chemistry, Meteorology and Physics.
HOLDINGS: The data base used in preparing all WESRAC products includes some 1,200,000 machine readable documents covering appropriate holdings of NASA, ERIC, the Department of Defense, and other sources. It is available for on-site use. An appointment is not necessary, but desirable.
TOPICS RELEVANT TO REHABILITATION: Information systems; Simulation techniques; Problem formulation; Design; Computer simulation; College students.
USER INFORMATION: Specific documents have a turn around time of about 14 days and cost $3-$7 with an average of $5. Recurring bibliographies have a two day turn around time and a cost of $21. Demand bibliographies, literature searches and abstracts, and state of the art reports have a 7 day turn around time and average $190, $250, and $340 in cost respectively.

No. 044

Youth Development and Delinquency Prevention Administration

Social and Rehabilitation Service
U. S. Department of Health, Education, and Welfare
330 C Street, SW
Washington, D. C. 20201
TELEPHONE: (202) 963-7251
ELIGIBILITY: Priority is give to Federal, state, or local agencies establishing related programs. Inquire by letter.
MISSION: To provide planning, rehabilitation, and demonstration and training grants for the prevention and control of juvenile delinquency and to serve as a clearinghouse for these project reports.
SERVICES: Provides answers to specific questions; suggests literature where answer may be obtained (own publications and others the Administration knows about); cites relevant references. Selected reprints are available upon request, and loans of project reports can be arranged. Consulting services are provided in research planning according to availability of time and staff. Referral is made to other likely sources of information.
PUBLICATIONS: *Delinquency Prevention Reporter*, monthly bulletin of the Administration; *Neighborhood Service Centers; Parole Series; Neighborhood Legal Services.* A catalog of publications is available upon request.
PROFESSIONAL SPECIALISTS: Information specialist.
HOLDINGS: The collection includes mainly published reports on SRS projects. It is available for on-site examination by approved visitors on appointment.
TOPICS RELEVANT TO REHABILITATION: Halfway house; Education (professional); Youth; Adolescents; Juvenile delinquents.

SECONDARY INFORMATION RESOURCES

GENERAL REFERENCE LIBRARIES

No. 200

The John Crerar Library

35 West 33rd Street
Chicago, Ill. 60616
TELEPHONE: (312) 225-2526 TWX 431-1758
ELIGIBILITY: No special qualifications.
MISSION: The John Crerar Library is devoted exclusively to science, technology, and medicine. The Library also serves as a Federal Regional Technical Report Center. Under contract with the Special Libraries Association, the Library maintains and services a translation center with a collection of more than 85,000 translations of technical articles.
SERVICES: Public reference service is given in the Research Services Division where readers may make free use of the collections through the service desks. Volumes are not lent for home use except to members. The Research Information Service of the Library offers library research services on a reimbursable basis. Literature searches, prior art searches relating to patents, and current awareness literature scanning on subjects of interest to clients are done by subject specialists and are issued in the form of abstracts, annotated bibliographies, and reports. Translations from 22 languages are performed on demand. Fees are charged on an hourly basis.
HOLDINGS: The Library has resources of over one million volumes and pamphlets, and current subscriptions to more than 11,000 periodicals and serial publications.

No. 201

Joint Health Library

1790 Broadway
New York, New York 10019
TELEPHONE: (212) 245-8000 Ext. 244
ELIGIBILITY: Primary service is to the staffs of the sponsoring agencies, and other agencies which support the Library. However, the Library is available to individuals on recommendation of one of the sponsoring agencies.
MISSION: The Joint Health Library, formerly the National Health Library, is sponsored by the National Health Council, the Americal Social Health Association, the National Association for Mental Health, the National Tuberculosis Association, and the American Public Health Association. Its collection serves as a central reference library for the sponsoring agencies.
SERVICES: Reference and borrowing privileges are extended to staffs of health agencies supporting the Library and to recommended individuals.
HOLDINGS: Holdings consist of about 8,000 books and 50,000 pamphlets. A subject-author catalog of more than 300,000 cards comprises a comprehensive index of the community aspects of public health.

No. 202

National Archives and Records Service

National Archives
Central Research Room
Pennsylvania Ave. and 8th Street, NW
Washington, D. C. 20408
TELEPHONE: (202) 963-6411
ELIGIBILITY: No special qualifications.
MISSION: To serve as the ultimate repository of permanently valuable historical records of the Federal Government, and to make them available to the public.
SERVICES: The staff does research, answers inquiries and provides personal assistance in locating material. Consulting, referral and reproduction services are available. Exhibits here and in the Archives' Presidential Libraries across the nation are open to the public.
HOLDINGS: The National Archives Building alone contains almost one million cubic feet of records, 150,000 books, 300 journal titles, and 115,000 Government publications. Records that are primarily of regional or local interest are kept in the 14 Federal Records Centers. A *List of Record Groups in the National Archives and the Federal Record Centers*, and *Publications of the National Archives and Records Service* are available upon request.

No. 203

National Institutes of Health Library

National Institutes of Health
Bethesda, Md. 20014

TELEPHONE: (301) 656-4000
ELIGIBILITY: No special qualifications.
MISSION: Biomedical sciences.
SERVICES: Answers inquiries and literature requests; makes interlibrary loans. The collections are accessible for on-site use.
HOLDINGS: About 95,000 volumes.

No. 204

National Research Council Library

National Academy of Sciences
2101 Constitution Ave., NW
Washington, D. C. 20418
TELEPHONE: (202) 961-1272
ELIGIBILITY: Library services are mainly for agency personnel.
MISSION: Science, technology, and related subjects of agency interest.
SERVICES: Inquiries requiring reference services based on the collections are accepted, and the collections are accessible for on-site use.
HOLDINGS: A virtually complete set of NAS-NRC publications; biographical publications; scientific dictionaries and encyclopedias; major indexing and abstracting services; college and university catalogs and similar works of special value to the organization's reference requirements. About 400 periodicals are received.

No. 205

National Science Foundation Library

National Science Foundation
1800 G Street, NW
Washington, D. C. 20550
TELEPHONE: (202) 343-7835
ELIGIBILITY: No special qualifications.
MISSION: Recent research developments in physical and social sciences; administration of scientific research and research funds; education and teaching in the sciences; science foundations and research institutes; history and philosophy of science.
SERVICES: Answers inquiries; makes referrals; provides reference services; makes interlibrary loans. The collections are accessible for on-site use.
HOLDINGS: Over 10,000 volumes, including English translations of Russian science journals; current college and university catalogs; annual reports of college presidents and college financial reports. The Library maintains a complete collection of translated books and journals published by the Israel Program for Scientific Translations.

No. 206

Naval Personnel Research Activity Library

U. S. Naval Personnel Research Activity
San Diego, Calif. 92152
TELEPHONE: (714) 222-6311 Ext. 820
ELIGIBILITY: On-site use of the Library is limited to Department of Defense agencies and their contractors.
MISSION: Psychology, including industrial, social, and applied psychology; personnel management, selection, and classification; performance measurement; human engineering; industrial training; education; operations research; statistics; computer technology; electronic technology; underseas technology.
SERVICES: Makes interlibrary loans. On-site use available to those eligible.
HOLDINGS: Books, journals, reports.

No. 207

Science and Technology Division

Library of Congress
1st St. and Independence Ave., SE
Washington, D. C. 20540
TELEPHONE: (202) 967-8043
ELIGIBILITY: No special qualifications.
MISSION: All aspects of science and technology (except technical agriculture and clinical medicine).
SERVICES: The Science Reading Room and its staff of subject and language specialists provide a broad range of reference services, including guidance in the use of abstracting and indexing publications. A literature-searching service is available on a fee basis, and bibliographies are prepared for other Government agencies on a transfer-of-funds basis.
HOLDINGS: The subject fields of science and technology are represented in the Library of Congress by more than 2 million books, nearly 20,000 current journal titles, and some 800,000 technical reports. The Division's Science Reading Room maintains a reference collection of books in the basic sciences; all major abstracting and indexing journals in the physical, earth, biomedical, and social sciences are represented. The Division also has custody of an extensive collection of technical reports.

No. 208

Accent on Information

Accent on Living, Inc.
P. O. Box 726
Bloomington, Ill. 61701
TELEPHONE: (309) 378-4213
ELIGIBILITY: The files are oriented specifically to the handicapped person, but would be useful to professional persons in fields related to the handicapped.
MISSION: To serve as an information retrieval system designed to provide direct information services to handicapped persons.
SERVICES: Services include: 1) Both automated and manual question answering services; 2) Automated index generation and publication in response to identified general topics; 3) The distribution of AOI's systems and information files to other professional organizations and institutions in order to make information available to handicapped persons on a broader basis, using Accent as the exclusive information source. File and system maintenance for decentralized IR systems will be provided by AOI.
HOLDINGS: AOI's files contain information which is specialized in various problem areas such as: assistive devices, clothing, food, commercial activities, vocational adjustment, communications, recreation, household management, marriage and marital adjustment, transportation, educational opportunities, housing and others.

No. 209

Action for Brain-Injured Children Clearinghouse

315 Wilder Building
St. Paul, Minn. 55102
TELEPHONE: (715) 248-3800
ELIGIBILITY: No special qualifications. Inquiries should be directed to Mr. Rohn Engh, Director.
MISSION: ABC is a non-profit organization which acts as a clearinghouse for material on brain-injury and what to do about it. It provides a program for the exchange of information and ideas among specialists as well as actively communicating up-to-date advances and research.
SERVICES: Provides answers to specific questions; suggests literature where answer may be obtained; cites relevant references. Prepares state of the art reports and professional films. Publishes *Expectations*, a monthly information bulletin and *Directory of Diagnostic and Treatment Services*, which is continually updated. Sponsors seminars, conferences, symposiums and communications workshops for parent and professional groups. Referral is made to other possible sources of information.
HOLDINGS: The collection includes some 150 volumes on neurological handicaps.

No. 210

Administration on Aging

U. S. Department of Health, Education and Welfare
330 Independence Ave., SW
Washington, D. C. 20201
TELEPHONE: (202) 963-4167
ELIGIBILITY: No special qualifications.
MISSION: Serves as Federal focal point on all matters of concern to older people and those who work with and for them.
SERVICES: Advocate for the aging with agencies and organizations; administers the Older Americans Act, the State programs through State agencies on aging, research and demonstration and training through Social Rehabilitation Service. Answers media and public inquiries; provides advisory and consulting services through the regional offices. Acts as a clearinghouse for information about the older population.
HOLDINGS: Single publications available for the general public especially older persons and persons working in the field of aging.

No. 211

Alexander Graham Bell Association for the Deaf, Inc.

3417 Volta Place, NW
Washington, D. C. 20007
TELEPHONE: (202) 337-5220
ELIGIBILITY: On-site use of the library is available to the general public.
MISSION: To provide information on deafness, hearing, lipreading, hearing aids, and education of the deaf.
SERVICES: Library usage primarily. Requests for information are answered by telephone or mail.
HOLDINGS: The Association maintains a collection of over 20,000 volumes, 5,000 research and technical reports, 40–50 drawers of verticle files containing clippings, unpublished materials, etc., and subscribes to some 200 English and foreign language journals and periodicals.

No. 212

American Academy of Orthopaedic Surgeons

430 North Michigan Avenue
Chicago, Ill. 60611
TELEPHONE: (312) 822-0970
ELIGIBILITY: Physicians, medical centers (both schools of medicine and hospitals). Inquire by telephone or letter to Dr. Charles V. Heck, Director.
MISSION: The education of the physician and the physical therapist; continuing education through planned courses and instructional media.
SERVICES: Provides answers to specific questions and refers inquiries to other possible sources of information. A rental library of films and slides is maintained for physician and institutional use. Consultation in research planning and program planning and administration is provided in connection with the National Academy of Sciences-NRC, the Veterans Administration and other government agencies.
HOLDINGS: The library is not available for on-site examination.

No. 213

American Association on Mental Deficiency

1601 West Broad Street
Columbus, Ohio 43223
TELEPHONE: (614) 279-8651
ELIGIBILITY: No special qualifications.
MISSION: To develop a documentation service in mental retardation and to publish a quarterly journal entitled *Mental Retardation Abstracts.*
SERVICES: Answers inquiries.

No. 214

American Cancer Society, Inc.

Medical Library
219 East 42nd Street
New York, New York 10017
TELEPHONE: (212) 867-3700 Ext. 207-210
ELIGIBILITY: Open for use by physicians, researchers, medical students, nurses and nursing students, etc. Limited use by the public by appointment only.
MISSION: The Medical Library of the American Cancer Society is a repository for information on the medical and public health aspects of oncology and related subjects, such as biochemistry, cytology, and radiobiology.
SERVICES: Services available include direct loan or interlibrary loan of books and journals. Literature searches are made in response to specific requests.
HOLDINGS: Books and journals on the above subjects.

No. 215

American Correctional Association

Woodridge Station
P. O. Box 10176
Washington, D. C. 20018
TELEPHONE: (301) 864-1070
ELIGIBILITY: Professional correctional personnel and interested public. Inquires should be directly to E. Preston Sharp, General Secretary.
MISSION: The Association collects data and conducts research on crime, juvenile delinquency, and methods of crime prevention and control. It is concerned with the care, supervision, education, training, employment, treatment, and post-release adjustment of prisoners and the improvement of correctional personnel, programs, and physical facilities.
SERVICES: Questions are answered and reference and limited consulting services are provided without charge. The Association prepares and publishes many handbooks and professional books, including training materials for correctional personnel. It also publishes the *American Journal of Correction*, the house organ of the Association, which contains editorial content of interest to correctional workers. The ACA also has the responsibility for the distribution of all publications developed by the Joint Commission on Correctional Manpower and Training.

No. 216

American Council on Education

One Dupont Circle
Washington, D. C. 20036
TELEPHONE: (202) 833-4700
ELIGIBILITY: Education associations and accredited institutions of higher education.
MISSION: The Council serves as a clearinghouse for information on higher education and publishes statistical information and summaries of current research projects.
SERVICES: The Council investigates educational problems of general interest and enlists appropriate agencies to solve such problems; stimulates experimental activities by institutions and groups of institutions; keeps in constant touch with pending legislation affecting educational matters; acts in a liaison capacity between educational institutions and agencies of the Federal

Government; and, through its publications, makes available to educators and the general public widely used handbooks, informational reports, and volumes of critical analyses of social and educational problems.

HOLDINGS: Its library includes books, periodicals, and Federal, State, institutional, and other reports on higher education.

No. 217

American Dental Association

222 East Superior Street
Chicago, Ill. 60611

TELEPHONE: (312) 944-6730

ELIGIBILITY: Services are primarily for members of the Association; requests by others are considered individually.

MISSION: The Association is a source for information on all aspects of dentistry.

SERVICES: Inquiries involving professional opinions are handled by specialists. The Bureau of Library and Indexing Service answers most technical questions by lending package libraries for a fee. Books and dental journals are available for loan to members without charge. For nonmembers, interlibrary loans are provided. The Bureau has a photoduplication service and provides consultation in nomenclature and history.

HOLDINGS: The Bureau of Library and Indexing Service has collections of basic dental books in English and other languages; dental journals published in the United States and abroad; and package libraries consisting of reprints, clippings, copies of articles, and reference citations arranged in folders according to specific subject.

No. 218

American Documentation Institute

Room 305, 2000 P Street, NW
Washington, D. C. 20006

TELEPHONE: (202) 332-7822

ELIGIBILITY: While generally limited to ADI members or subscribers to *American Documentation*, services are also available to others on an individual basis.

MISSION: ADI is interested in the theory, practice, research, and development of all elements involved in the communication of recorded specialized information.

SERVICES: The Institute's information center provides reference, reprint, and limited consulting services.

No. 219

American Foundation for the Blind

15 West 16th Street
New York, New York 10011

TELEPHONE: (212) 924-0420

ELIGIBILITY: No special qualifications.

MISSION: Health, education, rehabilitation, and welfare of the blind, visually impaired, and deaf-blind.

SERVICES: Answers inquiries; makes referrals; provides consulting services; develops publications; performs literature searches.

HOLDINGS: Books, journals, and other literature, and statistical and demographic data on visual impairment.

No. 220

American Heart Association

44 East 23rd Street
New York, New York 10010

TELEPHONE: (212) 477-9170

ELIGIBILITY: The facilities may be used by writers and other professional persons seeking background material in special fields.

MISSION: The Association serves as a clearinghouse for the exchange of experience and information on all aspects of cardiology and cardiovascular diseases.

SERVICES: In response to requests for information on a specific subject, the library generally supplies a short list of pertinent references. Films and slides may be rented at nominal fees; occasionally loans are made through the local chapters. A catalog of films and other educational materials, such as pamphlets, is available on request.

HOLDINGS: The Association maintains a selected library of about 2,000 volumes and 200 periodicals in support of its program and activities. It also maintains a separate film library.

No. 221

American Hospital Association

840 North Lake Shore Drive
Chicago, Ill. 60611

TELEPHONE: (312) 645-9400

ELIGIBILITY: Member institutions.

MISSION: The Association recommends standards for hospitals and provides member institutions with guidance on all aspects of the organization, planning, administration, and operation of hospitals and related facilities.

SERVICES: Loan of literature, rental of filmstrips and slides, and assistance by staff specialists on specific problems. Catalogs of the manuals, guides, special research reports, and journals published by the Association are available without charge.

HOLDINGS: A collection of hospital literature, consisting of some 20,000 bound volumes and 100,000 indexed articles is maintained by the Association in its Asa S. Bacon Memorial Library. All major languages are represented. The Association also has an expanding film library.

No. 222

The American Institute of Family Relations

5287 Sunset Boulevard
Los Angeles, California 90027

TELEPHONE: (213) 465-5131

ELIGIBILITY: No special qualifications. Inquire by letter or telephone.

MISSION: The promotion of successful marriage and family life.

SERVICES: Provides answers to specific questions; suggests literature where answer may be obtained; cites relevant references. Literature searches are undertaken for varying fees. Referral is made to other likely sources of information.

HOLDINGS: The collection contains some 6,000 books, 75 journal titles, and 60 foreign language files. It is available for on-site examination.

No. 223

American Institutes for Research

10605 Concord Street
Kensington, Md. 20795

TELEPHONE: (301) 933-3115

ELIGIBILITY: No special qualifications, but on a fee basis only. Inquire by letter or telephone to Information Systems Branch, Chief Susan Haseltine, extension 120.

MISSION: In-house bibliographic responses to current work program-social sciences. Respond to outside requests on a fee basis.

SERVICES: Provides answers to specific questions; suggests literature where answer may be obtained; cites relevant references. Provides literature searches regarding specific and general questions, state of the art reports; abstracts and both recurring and demand bibliographies are prepared. Photocopies and loans are available. Referral is made to other possible sources of information.

HOLDINGS: The collection contains approximately 7,500 books, 300 journal titles and a very limited supply of microfiche. It is available for on-site examination by appointment to approved visitors.

No. 224

American Orthotic and Prosthetic Association

1440 N Street, NW
Washington, D. C. 20005

TELEPHONE: (202) 234-8400

ELIGIBILITY: Limited to those with an involvement in the orthotic-prosthetic profession, either actively as a practitioner or as a member of a related field.

MISSION: An information center on orthopedic and prosthetic appliances, the Association collects journals and reports.

SERVICES: Answers inquiries from the general public, Government agencies and physicians.

No. 225

American Personnel and Guidance Association

1607 New Hampshire Ave., NW
Washington, D. C. 20009

TELEPHONE: (202) 483-4633

ELIGIBILITY: No special qualifications.

MISSION: The Association serves as an information center for the fields of personnel, guidance and counseling. It does not do counseling itself, but is concerned primarily with the standards of the profession. In addition to providing information about counseling agencies approved by the American Board of Counseling Services, the APGA collects raw data, sample tests, occupational literature and other publications.

SERVICES: Consulting, referral and limited bibliographic services are provided. A publications list is available upon request.

HOLDINGS: The collection includes books, research reports, journals and periodical titles, government documents and vertical file drawers of material.

No. 226

American Physical Therapy Association

1156 15th Street, NW
Washington, D. C. 20005

TELEPHONE: (202) 466-2070

ELIGIBILITY: Professionally qualified physical therapists.

MISSION: To serve as a center for the dissemination of information on the physical therapy profession and its relationship to education and

performance services in the United States and abroad.

SERVICES: Assistance is provided in screening professional credentials, placement, identification of physical therapy facilities, and physical therapy literature references. Consultation services are available to administrators of facilities and educational institutions concerned with physical therapy. Limited photocopying service is provided.

HOLDINGS: Journals, reports, films and data. English, Spanish, French and German sources are included. The collection is available for on-site use.

No. 227

American Psychiatric Association

1700 18th Street, NW
Washington, D. C. 20009

TELEPHONE: (202) 232-7878

ELIGIBILITY: There are no restrictions on access to information for scientists in related fields. Services to others are limited to the time available.

MISSION: The APA includes among its activities, assistance to State governments in conducting surveys of mental health resources and needs; various educational programs for members and physicians in other medical fields; administration of special study and conference projects; and operation of the APA Mental Hospital Service and the Joint Information Service. The Association maintains a library, a publishing activity, a scientific information service, and a public affairs office.

SERVICES: Reference service is available without charge. Pamphlets and other documents are distributed in answer to recurring questions. In reply to some inquiries, referral is made to other organizations and individuals. Photocopies of material may be purchased.

HOLDINGS: Material is available on all aspects of current developments in psychiatry and related disciplines. There is an extensive reference collection on the history of psychiatry.

No. 228

American Psychological Association

1200 17th Street, NW
Washington, D. C. 20036

TELEPHONE: (202) 833-7600

ELIGIBILITY: No special qualifications for use.

MISSION: The objective of the Association is the advancement of psychology as a science, a profession and a means of promoting human welfare. For the past several years, the Association, with the support of the National Science Foundation, has conducted the Project on Scientific Information Exchange in Psychology. The division of the APA most directly concerned with rehabilitation problems is Division 22 (Psychological Aspects of Disability).

SERVICES: The activities of the Association are restricted largely to annual meetings and publications which include *Psychological Abstracts*. The staff will answer questions and make referrals to other sources.

HOLDINGS: No library is maintained.

No. 229

American Society for Information Service

1140 Connecticut Ave., NW
Suite 804
Washington, D. C. 20036

TELEPHONE: (202) 659-3644

ELIGIBILITY: Services available to ASIS members, subscribers to the *Journal of the American Society for Information Science*, and the interested professional community.

MISSION: The American Society for Information Science is a non-profit professional association organized for scientific, literary, and educational purposes and dedicated to the creation, organization, dissemination, and application of knowledge concerning information and its transfer.

SERVICES: Under contract with the U. S. Office of Education, ASIS operates the ERIC Clearinghouse on Library and Information Sciences. ERIC/CLIS provides specialized reference and reprint services.

No. 230

American Sociological Association

1755 Massachusetts Ave., NW
Washington, D. C. 20036

TELEPHONE: (202) 232-0130

ELIGIBILITY: No special qualifications.

MISSION: The Association is a professional society.

SERVICES: Provides answers to inquiries in the areas of sociology, criminology, the family, social work, civil rights and social psychology. Consulting, advisory and referral services are also provided.

No. 231

American Speech and Hearing Association

9030 Old Georgetown Road
Washington, D. C. 20014

TELEPHONE: (301) 530-3400
ELIGIBILITY: No special qualifications.
MISSION: The Association is the national scientific and professional organization devoted to encouraging basic study of the processes of speech and hearing disorders, and fostering improvement of clinical services to individuals with these disorders.
SERVICES: Provides information about the profession; answers technical questions; provides information about the availability of clinical services; provides information about training programs.

No. 232

American Vocational Association, Inc.

1510 H. Street, NW
Washington, D. C. 20005
TELEPHONE: (202) 737-3722
ELIGIBILITY: No special qualifications.
MISSION: A professional organization of teachers, supervisors and administrators, the American Vocational Association encourages research in all areas of vocational technical and practical arts education.
SERVICES: Technical inquiries are answered, and consulting, advisory and referral services are provided upon request.
HOLDINGS: A library is maintained, and is opened to approved researchers.

No. 233

Army Medical Research and Development Command

Scientific and Technical Information Division
Main Navy Bldg.
18th St. and Constitution Ave., NW
Washington, D. C. 20315
TELEPHONE: (202) 696-4020
ELIGIBILITY: No special qualifications, but official users are given priority.
MISSION: Military medicine.
SERVICES: Answers inquiries; makes referrals; provides reference and literature-searching services.
HOLDINGS: Books, periodicals and technical reports.

No. 234

Bureau of Applied Social Research

Columbia University
605 West 115th Street
New York, New York 10025
TELEPHONE: (212) 280-4034
ELIGIBILITY: No special qualifications. Inquiries should be directed to Dr. Allen H. Barton, Director.
MISSION: To serve as the research laboratory of the Department of Sociology, and facilitate social research by students and faculty of other departments of the University. The Bureau also carries on a program of basic and applied research under grants and makes available data and facilities for projects.
SERVICES: Suggests literature where answer may be obtained; cites relevant references. Provides data collection and analysis. Consultation services in research planning, and program planning and administration are provided. The Bureau publishes a newsletter, *The Bureau Reporter*, five times per year. Mimeographed reports resulting from projects are announced in *The Bureau Reporter* and are available for a fee (the newsletter is free upon request). Referral is made to other possible sources of information.
HOLDINGS: The collection contains 1,000 volumes of books, 100 periodical titles, 400 reprints and 300 unpublished reports. Interlibrary loans can be arranged.

No. 235

Bureau of Education for the Handicapped

U. S. Office of Education
3100 Regional Office Bldg.
7th and D Streets, SW
Washington, D. C. 20202
TELEPHONE: (202) 963-5925
ELIGIBILITY: No special qualifications.
MISSION: Education of the handicapped; training of teachers and other professional personnel in education of the handicapped; educational needs of handicapped children; captioned films for the deaf.
SERVICES: Answers inquiries; makes referrals; provides advisory services and financial aid for research, teacher training and initiation, improvement and expansion of resources for education of the handicapped.

No. 236

Bureau of Ethnic Research

University of Arizona
Department of Anthropology
Tucson, Ariz. 85717
TELEPHONE: (602) 624-8181 Ext. 306
ELIGIBILITY: No special qualifications.
MISSION: The Bureau is an information and re-

search center devoted to the study of modern Indian life and Indian affairs.

No. 237

Bureau of Indian Affairs

Public Information Office
1951 Constitution Ave., NW
Washington, D. C. 20242
TELEPHONE: (202) 343-9431
ELIGIBILITY: No special qualifications.
MISSION: American Indians; industrial and commercial development; irrigation; soil and water conservation; resources inventories and management; forestry and range improvement; road construction and maintenance; school operations; housing and community improvements.
SERVICES: Answers inquiries; provides organizations and groups with lecture materials, films, filmstrips and other special program materials relating to contemporary Indian affairs; maintains professional press relations service; issues news releases.

No. 238

Bureau of the Census Library

Bureau of the Census
Room 2451
Federal Office Building No. 3
Suitland, Maryland
(For mailing use Washington, D. C. 20233)
TELEPHONE: (301) 440-1314
ELIGIBILITY: No special qualifications.
MISSION: Maintains information on demography, economics, political science, agricultural statistics, business statistics, international statistics, transportation, foreign trade, education, public health, public administration, housing, data processing, and statistical methods.
SERVICES: The collections are available for on-site use. Photo duplication and interlibrary loan services are available also.
HOLDINGS: Domestic and foreign census publications; documentary materials from the States, counties and municipalities; a current collection of election statistics for the States; Texts, monographs, articles, technical papers, etc. on statistical methodology, sampling and survey methods.

No. 239

Center for Documentation and Communication Research

Case-Western Reserve University
10831 Magnolia Drive
Cleveland, Ohio 44106
TELEPHONE: (216) 231-7700
ELIGIBILITY: No special qualifications.
MISSION: The purpose of the Center's research is both to add to the knowledge of the field of library science and to provide a training environment for librarians and information scientists.
SERVICES: Inquiries about special projects utilizing Center facilities or personnel should be addressed to the Director.

No. 240

Center for Programmed Instruction

Teachers College
Columbia University
New York, New York 10027
TELEPHONE: (212) 870-4487
ELIGIBILITY: No special qualifications.
MISSION: The Center conducts research on educational programs and collects and disseminates information on the use of programmed instructional material. It does not engage in the actual preparation of programmed material.
SERVICES: Limited information services are provided researchers. Technical questions are answered and data tabulations are furnished.
HOLDINGS: The Center's library collection of programmed instructional material is the basis of a special collection in the Teachers College Library. It also has a list of research reports and background literature in programmed instruction.

No. 241

Center for Urban Education

33 West 42nd St.
New York, N. Y. 10036
TELEPHONE: (212) 244-0300
ELIGIBILITY: No special qualifications.
MISSION: Quality integrated education in urban school systems, particularly at the elementary level; creative leadership of educational personnel; integration of the diverse social, ethnic and cultural groups in the metropolitan New York area.
SERVICES: Answers inquiries; provides reference services; makes interlibrary loans.
HOLDINGS: A highly specialized and comprehensive library of some 7,000 titles, with emphasis on urban education, sociology and psychology.

No. 242

Center of Alcohol Studies

Rutgers University
New Brunswick, N. J. 08903
TELEPHONE: (201) 247-1766 Ext. 2383
ELIGIBILITY: Library resources are available to approved academic users and members of professional, industrial, and welfare organizations through interlibrary loan, and for on-site use by appointment.
MISSION: Alcohol; alcoholism; biological and social effects of alcohol and alcoholism; physiology, biochemistry; psychiatry; psychology; sociology; economics; education; law; medicine; and penology.
SERVICES: Answers inquiries; prepares topical bibliographies from CAAAL; provides photocopies of abstracts and library materials for a fee.
HOLDINGS: The Center maintains the *Master Catalog of Alcohol Literature* (more than 200,000 classified references in all major languages), and the *Classified Abstract Archive of the Alcohol Literature* (CAAAL). The Center also maintains a small special library of 2,000 books, 300 journal titles, and 8,000 complex texts of materials abstracted in CAAAL. About 350 special bibliographies, prepared from CAAAL abstracts, are in the collections.

No. 243

Central Office Film Library

Veterans Administration Building
810 Vermont Avenue, NW
Washington, D. C. 20420
TELEPHONE: (202) 389-2715
ELIGIBILITY: No special qualifications.
MISSION: The Film Library collects medical, training and vocational rehabilitation films produced by VA, other Government agencies and commercial firms and organizations.
SERVICES: Films produced by the Veterans Administration or by the Office of Education may be borrowed on request.

No. 244

Children's Bureau

Office of Child Development
Room 408
P. O. Box 1182
Washington, D. C. 20013
TELEPHONE: (202) 755-7746
ELIGIBILITY: No special qualifications. Inquiries should be directed to Mr. Sidney Rosendorf of the Division of Public Education.
MISSION: To deal with the problems of all children, youth and their families.
SERVICES: Plans and develops programs for children, youth and their families. Develops standards, guidelines and provides technical assistance to States and public and private agencies for programs relating to child health: handicapped, retarded and emotionally disturbed children; protective and day care services for children and parent-child counseling; adoption, institutional and foster care for children; services to unmarried mothers; and community programs for youth development. The Research and Evaluation Division of the Bureau considers applications for research and demonstration programs concerned with children who have handicapping conditions. Prepares various OCD publications dealing with a wide range of general problems of children. *Children*, and interdisciplinary journal for the professions serving children, may be obtained from the U. S. Government Printing Office by subscription. A publications list is available from the Children's Bureau upon request. Referral is made to other possible sources of information.

A new division of the OCD, the National Center for Child Advocacy, is currently under development and will include an information component.

No. 245

Civil Service Commission Library

Civil Service Commission
1900 E Street, NW
Washington, D. C. 20415
TELEPHONE: (202) 632-4432
ELIGIBILITY: No special qualifications.
MISSION: Personnel administration; public administration; Federal civil service system; related materials in psychology and social and political science.
SERVICES: Makes interlibrary loans; provides limited photoreproduction services.
HOLDINGS: About 90,000 volumes; microfilms of dissertations and theses on personnel administration; a comprehensive collection of civil service documents, newspaper clippings and legislative histories of all major legislation relating to the civil service.

No. 246

Committee on Information in the Behavioral Sciences

Division of Behavioral Sciences
National Research Council
2101 Constitution Ave., NW
Washington, D. C. 20418
TELEPHONE: (202) 961-1230
ELIGIBILITY: No special qualifications.
MISSION: Information problems in the behavioral and social sciences, including those of organization, systems, storage, retrieval and dissemination.
SERVICES: Answers inquiries.

No. 247

Committee on Problems of Drug Dependence

Division of Medical Sciences
National Research Council
c/o National Institutes of Health
Room 310, National Bank Bldg.
Bethesda, Md. 20014
TELEPHONE: (301) 496-1393 Ext. 355
ELIGIBILITY: No special qualifications.
MISSION: Narcotics and drug addiction; chemopharmacological aspects of drug dependence; sociological, public welfare and therapeutic aspects of drug dependence; abuse potentialities of agents not regulated by narcotics laws.
SERVICES: With the support of the World Health Organization and the U. S. Veterans Administration, the Committee has established an information center on narcotics and drug addiction. Inquiries may be directed to the Committee's Executive Secretary, at the Maryland address; or to Dr. Charles Winick, American Social Health Association, 1740 Broadway, New York, N. Y. 10019.
HOLDINGS: Pertinent literature, collected, indexed and coded in collaboration with the American Social Health Association of New York City, and the Alcoholism and Drug Addiction Research Foundation of Toronto. There is an extensive collection on the pharmacology of the opium alkaloids, including materials of historical interest.

No. 248

Communications in Behavioral Biology

Johns Hopkins University
Laboratory in Behavioral Physiology
615 North Wolfe Street
Baltimore, Md. 21205
TELEPHONE: (301) 955-3029
ELIGIBILITY: No special qualifications. Inquiries should be directed to Dr. Stephen A. Weinstein, Editor.
MISSION: To stress speed of publication, preindexing, and computer-produced services in the field of behavioral biology.
SERVICES: Suggests literature where answer may be obtained; cites relevant references. Provides computerized literature searches and undertakes the abstracting and indexing of pertinent documents. Photocopies are available upon request. Publishes *Communications in Behavioral Biology, Part A* (monthly), which consists of original articles for which the publisher supplies reprints; *Communications in Behavioral Biology, Part B* (monthly), which consists of pre-publication abstracts from 50 cooperating journals; and *Index to Part B* (annually). All issues of *Part A* are available on microfiche. Referral is made to other possible sources of information.
HOLDINGS: The collection consists of *Part A* of *Communications* on microfilm and bibliographic references and abstracts on magnetic tape.

No. 249

Community Council of Greater New York

225 Park Avenue South
New York, New York 10003
TELEPHONE: (212) 777-5000
ELIGIBILITY: No special qualifications. Inquire by telephone or letter to Director, Information Bureau.
MISSION: Social and health services, public and voluntary, in Greater New York.
SERVICES: Provides answers to specific questions; suggests literature where answer may be obtained; cites relevant references (limited). Makes referrals of clients to other services available. Referral is also made to other possible sources of information.
HOLDINGS: No collection is maintained.

No. 250

Community Development Foundation, Inc.

International Office
345 East 46th Street
New York, New York 10017
TELEPHONE: (212) 697-0264
ELIGIBILITY: No special qualifications. A fee is charged for registration in the Foundation's correspondence and field training courses.
MISSION: The Foundation conducts research and training courses in community development and operates demonstration programs in the United States and abroad. It maintains a library and serves as an information center on specialized community development principles, policies and procedures as applied to underdeveloped, low-income or economically depressed countries and

areas. The Foundation also has developed a data-reporting and processing system for community development activities.
SERVICES: Consulting and document services are provided.

No. 251

Cooperative Information Center for Hospital Management Studies

2210 School of Public Health
The University of Michigan
Ann Arbor, Mich. 48104
TELEPHONE: (313) 764-1380
ELIGIBILITY: No special qualifications. Inquire by letter or telephone to Mr. Lewis E. Weeks.
MISSION: To collect studies, publish abstracts of the studies, and to disseminate information on problems of management and planning of health facilities.
SERVICES: Provides answers to specific questions; suggests literature where answer may be obtained; cites relevant references from available store of information. Provides limited translation services in French and German. Provides literature searches regarding specific and general questions as well as annotated bibliographies. Referral is made to other possible sources of information. Publishes *Abstracts of Hospital Management Studies*, a quarterly.
HOLDINGS: The collection contains some 6,000 abstracted documents which are available for on-site examination. An appointment is not necessary, but is preferred.

No. 252

Department of Labor Library

U. S. Department of Labor
14th St. and Constitution Ave., NW
Washington, D. C. 20212
TELEPHONE: (202) 961-2334
ELIGIBILITY: No special qualifications.
MISSION: Labor economics; industrial relations; labor organizations; trade unions; labor laws and standards; foreign labor conditions; cost and standard of living.
SERVICES: Answers inquiries; provides reference services; makes interlibrary loans for advanced research. The collection is accessible for on-site use.
HOLDINGS: Over 400,000 books, periodicals and reports, including an extensive collection of labor union publications.

No. 253

Division for the Blind and Physically Handicapped

Library of Congress
Washington, D. C. 20542
TELEPHONE: (202) 882-5500
ELIGIBILITY: Client services are limited to those persons with a visual or physical handicap that prevents reading conventional print materials. Information services are available to all interested persons.
MISSION: Literature in braille, talking-book records and tape, phonographs and other devices to provide reading services to the blind and physically handicapped; braille musical scores.
SERVICES: Makes its holdings available for direct loan to the visually and physically handicapped through 48 cooperating regional libraries without charge. Provides general reference services on matters pertaining to the interests and welfare of the blind and physically handicapped; answers technical inquiries on the braille system; provides bibliographic services for blind and physically handicapped readers throughout the U. S.; serves as a national resource in providing specialized reading materials through the regional libraries.
HOLDINGS: Braille and recorded books and magazines are available for loan to the blind and physically handicapped through the regional libraries; specialized reading materials in braille and on tape to supplement the services of the regional libraries; catalogs of braille material and talking books in media for the blind and physically handicapped; library of braille musical scores and music instruction texts.

No. 254

Division of Health Resources

Community Health Service
Health Services and Mental Health Administration
5600 Fishers Lane
Rockville, Md. 20852
TELEPHONE: (301) 443-1450
ELIGIBILITY: No special qualifications.
MISSION: To increase the scope and adequacy of health resources for delivery of comprehensive health services by hospitals, nursing homes and home health agencies.
SERVICES: Consultation and advice to State and community health agencies, non-profit organizations, educational institutions and national associations of hospitals, nursing homes and home health agencies. Participates in development and production of written material needed in giving such consultation and advice.
HOLDINGS: Data compilations and analyses, tech-

nical reports, books, journals, motion picture films and other audiovisual materials.

No. 255

Division of Medical Care Administration: Adult Health Protection and Aging Branch

Bureau of Health Services
U. S. Public Health Service
4040 North Fairfax Dr.
Arlington, Va. 22203
TELEPHONE: (703) 521-5600 Ext. 7541
ELIGIBILITY: No special qualifications.
MISSION: Health protection and health maintenance services for the aging and aged; educational activities for physicians and other health professionals in comprehensive health management for the adult population; specialized training in health problems of the aged.
SERVICES: Answers inquiries; makes referrals; provides consulting or advisory services to nonprofit organizations; loans exhibits, motion pictures and other visual aids related to health services and training.
HOLDINGS: Books, journals, pamphlets and photographs.

No. 256

Duke University Center for the Study of Aging and Human Development

Duke University Medical Center
Durham, N. C. 27706
TELEPHONE: (919) 684-2248
ELIGIBILITY: No special qualifications.
MISSION: The Center promotes and conducts research on aging and human development over the entire life span from birth to death; research on the effects of aging on the central nervous system and psychological, physiological, and social factors related to the aging process; training of investigators for research into the problems of aging with emphasis on research techniques in behavioral sciences and psychophysiology of aging; specialized training in geropsychiatry.
SERVICES: The Center's literature and data collection is accessible for direct use. Reprints of publications are available on request without charge. Clinical services are available for persons over 50 years of age who need referral or counseling.

No. 257

Equal Employment Opportunity Commission

1800 G Street, NW
Washington, D. C. 20506
TELEPHONE: (202) 343-5621
ELIGIBILITY: Employees of (and applicants to) private employers, labor organizations and employment agencies.
MISSION: Fair employment practices; elimination of job discrimination based on race, color, religion, sex or national origin.
SERVICES: Receives complaints of employment discrimination, investigates and seeks voluntary settlements. Where settlement attempts are unsuccessful, advises charging parties of their rights under Title VII of the 1964 Civil Rights Act. May refer some cases to the U. S. Department of Justice.

No. 258

ERIC Clearinghouse on Educational Media and Technology

Institute for Communication Research
Cypress Hall - Stanford University
Stanford, Calif. 94305
TELEPHONE: (415) 321-2300
ELIGIBILITY: No special qualifications. Direct inquiries to the Office Manager. Dr. Don H. Coombs is Director.
MISSION: To organize and disseminate information through the ERIC system on the instructional use of educational equipment, materials, and nonprint resources for programmed instruction and instruction through audio-visual and broadcast media.
SERVICES: Due to staff and time restrictions, ERIC at Stanford is able to provide only limited individual service at this time. Letters of inquiry are generally answered by way of referring the requester to the nearest ERIC information source. This source may be either a public or private collection of ERIC documents (microfiche), and it is suggested that the inquirer contact the source and make arrangements to use it. A limited number of papers commissioned by the Clearinghouse are available direct from Stanford, and a list of these can be obtained free upon request. The Clearinghouse also publishes a newsletter (4 times per year) which contains items relevant to instructional technology and lists papers published by ERIC at Stanford.
HOLDINGS: The collection includes some 38,000 microfiche titles (the national ERIC file), 3,000 hard copy documents, 50 periodical titles, 100 foreign language documents and assorted pamphlets. The collection is available for on-site examination.

No. 259

ERIC Clearinghouse on Reading

200 Pine Hall
Indiana University
Bloomington, Ind. 47401
TELEPHONE: (812) 332-0211
ELIGIBILITY: No special qualifications.
MISSION: Reading and reading instruction, with emphasis on physiology, psychology and sociology; development and evaluation of instructional materials; curricula; testing and measurement; preparation of reading teachers and specialists; methodology of teaching reading at all levels; the role of libraries and other agencies in fostering and guiding reading; diagnostic and remedial services in schools and clinics.
SERVICES: Answers inquiries; makes referrals; provides reference and advisory services.
HOLDINGS: Reports and instructional materials.

No. 260

ERIC Clearinghouse on School Personnel

City University of New York
33 West 42nd St.
New York, N. Y. 10036
TELEPHONE: (212) 736-3378
ELIGIBILITY: No special qualifications.
MISSION: Selection, preparation, evaluation, in-service and preservice training and status studies of school personnel at all levels.
SERVICES: Answers inquiries; provides searching services.
HOLDINGS: Abstracted and nonabstracted curriculum descriptions, programs, research reports and other documents.

No. 261

ERIC Clearinghouse on Teacher Education

Suite 616
One Dupont Circle
Washington, D. C. 20037
TELEPHONE: (202) 293-7280
ELIGIBILITY: No special qualifications.
MISSION: Acquire, evaluate, abstract, index, process and publicize availability of documents related to the preparation and continuing development of elementary, secondary, and collegiate level instructional personnel, their roles and functions.
SERVICES: Answers inquiries; provides searching services.
HOLDINGS: Abstracted and nonabstracted curriculum descriptions, programs, research reports and other documents, both published and unpublished.

No. 262

ERIC Information Center on Early Childhood Education

805 W. Pennsylvania
Urbana, Ill. 61801
TELEPHONE: (217) 333-1386
ELIGIBILITY: No special qualifications. Inquire by letter or telephone Mrs. Janet Allgaier.
MISSION: To serve as an information input/output resource for the field of early childhood education.
SERVICES: Suggests literature where answer may be obtained; cites relevant references through prepared bibliographies. Prepares state of the art reports, recurring and demand bibliographies and 150-200 word abstracts. Limited photocopies are available. Referral is made to other likely sources of information.
HOLDINGS: The collection is available for on-site examination.

No. 263

Family Service Association of America

44 East 23rd Street
New York, New York 10010
TELEPHONE: (212) 674-6100
ELIGIBILITY: Services are provided primarily for the benefit of member agencies, but others in need of information may obtain assistance by appointment.
MISSION: A federation of 328 accredited, autonomous agencies in the United States and Canada, the Association is concerned with social welfare and legislative policies affecting the family, techniques and theories of social casework, and the administration, function, policies and practices of family service agencies.
SERVICES: Staff consultation services are provided, and information regarding the policies and services of local family service agencies may be obtained.
HOLDINGS: A library of 3,000 books, 145 journal subscriptions and 50 file drawers of reports and other literature is maintained.

No. 264

Health Care Facilities Service

Health Services and Mental Health
Administration
Public Health Service

U. S. Department of Health, Education, and Welfare
5600 Fishers Lane
Rockville, Maryland 20852
TELEPHONE: (301) 443-1950
ELIGIBILITY: Public or other nonprofit health facilities for which a need has been established in the State plan.
MISSION: Better patient care for all the people by providing financial and consultative assistance for constructing, equipping and modernizing community hospitals and other health facilities around the nation.
SERVICES: Consultation on better planning methods and on elevating standards of design, construction and operation.

No. 265

Home Care Services

Bureau of Health Services
U. S. Public Health Service
800 North Quincy Street
Arlington, Va. 22203
TELEPHONE: (703) 521-5600 Ext. 6471
ELIGIBILITY: No special qualifications.
MISSION: Professional care at home for the convalescent patient; the chronically ill, and the aged; nursing; nutrition; physical and occupational therapy; dental home care plans.
SERVICES: Answers inquiries; makes referrals; provides consulting or advisory services and exhibits at professional meetings. Technical reports are available for on-site use.
HOLDINGS: Technical reports, books and pamphlets.

No. 266

HUD Clearinghouse Service

Department of Housing and Urban Development
Urban Management Assistance Administration
Room 8210 - 451 7th St., SW
Washington, D. C. 20410
TELEPHONE: (202) 755-5426
ELIGIBILITY: Governmental units at all levels, general government groups, professional and trade associations and corporations, universities and research organizations.
MISSION: To serve as a central organizational element of a national urban information exchange network, linking the major producers and users of urban information in both the governmental and private sectors.
SERVICES: Services include reference and referral responses to specific inquiries; selective dissemination of information mailings; and provision of current awareness publications to a wide variety of specialized audiences in the urban field.

No. 267

Human Engineering Information and Analysis Service

Systems Bldg.
Tufts University
Medford, Mass. 02155
TELEPHONE: (617) 776-2100 Ext. 300
ELIGIBILITY: Services are available at no charge to any organization approved by the sponsoring agency. The collections are accessible for on-site use by appointment.
MISSION: Human engineering.
SERVICES: Answers inquiries; makes referrals; provides consultation services; conducts literature searches; tabulates data.
HOLDINGS: About 32,000 books, journals, periodicals, Government documents and technical reports.

No. 268

Information Center of the National Conference on Social Welfare

22 West Gay Street
Columbus, Ohio 43215
TELEPHONE: (614) 221-4469
ELIGIBILITY: No special qualifications.
MISSION: The Information Center contains National Conference publications, as well as selected unpublished manuscripts abstracted in the SCAN section of *Conference Bulletins*.
SERVICES: Special searches are made which are tailored to a particular request and indicate nearby libraries where these materials may be located. Dissemination takes the form of bibliographies which include complete abstracts for each reference cited and are furnished in bound booklet form.

No. 269

Information Clearinghouse

University Research Corporation
4301 Connecticut Avenue, NW
Washington, D. C. 20008
TELEPHONE: (202) 244-9210
ELIGIBILITY: No special qualifications, but permission of the Director is required. Inquiries should be directed to Sally Craig, Director.
MISSION: To acquire, maintain and disseminate information in the areas of manpower training, career development, utilization of paraprofes-

sionals, human service professions, community development activities and youth activities.

SERVICES: Suggests literature where answer may be obtained; cites relevant references. Copying services are available upon request. Referral is made to other possible sources of information.

HOLDINGS: The collection includes 1,000 books, 85 serial titles and 1,000 pamphlets, reprints and unpublished papers.

No. 270

Institute for Scientific Information

325 Chestnut Street
Philadelphia, Pa. 19106

TELEPHONE: (215) 923-3300

ELIGIBILITY: No special qualifications.

MISSION: The Institute publishes scientific and technical literature announcements and abstract journals, the input of which is screened, coded, and indexed. Sources in English, Russian, Japanese, Italian, Spanish, French, German and the Scandinavian languages are used.

SERVICES: Consulting services are provided in dissemination and retrieval techniques for a fee. Subscribers may purchase tear sheets of original articles.

No. 271

Institute for Social Research

University of Michigan
Ann Arbor, Mich. 48104

TELEPHONE: (313) 764-8363

ELIGIBILITY: No special qualifications. Inquiries should be directed to the Director.

MISSION: The Institute was established for the objective study of man and his society. It has four main divisions: The Survey Research Center, which is concerned primarily with the study of large populations, organizations, and special segments of society; The Research Center for Group Dynamics, which is concerned with the development of a basic science of behavior in groups; The Center for Research on Utilization of Scientific Knowledge, which studies the processes required for the full use of research findings and new knowledge; The Center for Political Studies, which investigates a variety of political behavior, focusing on national politics in many countries and maintains a rich collection of election data.

SERVICES: Consulting services may be arranged, and inquiries concerning use of the Institute's original research data are welcomed. The Institute issues *Planning For Innovation*, a pioneering, field-defining report, and many other books, research reports and papers. A complete *List of Publications* may be obtained without charge upon request.

No. 272

Institute for the Crippled and Disabled

400 First Avenue
New York, New York 10010

TELEPHONE: (212) 679-0100

ELIGIBILITY: No special qualifications.

MISSION: The Institute conducts research and patient services and administers education programs on the rehabilitation of the disabled. Courses and research studies cover evaluation and treatment in the fields of medicine, prosthetics and orthotics, social adjustment and mental hygiene and vocational rehabilitation.

SERVICES: Reference and consulting services are provided in conjunction with the library. Films may be rented or purchased and reprints or articles prepared by the Center's staff are available.

The Research Utilization Laboratory at ICD is establishing a documents Clearinghouse and Information Center for materials on the Rehabilitation of the Disabled Public Assistance Client. This mission-oriented facility has as its primary user group those individuals in State Vocational Rehabilitation and Public Assistance Agencies and Regional offices who will require a data base to plan, implement and refine joint programs for the Rehabilitation of the Public Assistance Client under expansion grant funds recently available from the Federal Government.

The Clearinghouse resources are expected to include publications generated by the projects such as progress and final reports, forms, journal articles and internal training and assessment tools as well as subject-oriented materials such as research and development reports, descriptive publications from both governmental and non-governmental sources and any documents as are necessary for the planning and execution of the projects.

Services are expected to include a regular current awareness bulletin with news of recent acquisitions; bibliographic reference service and provision of documents and information from the Clearinghouse files or from those of related facilities. User population is expected to be extended as service becomes established. For further information contact:

Anne Finkler or Marvin Weisinger
Clearinghouse
Research Utilization Laboratory
340 East 24th Street

New York, New York 10010
Telephone: (212) 679-0100 Ext. 298
HOLDINGS: A library of 3,500 books, 2,000 journals, 2,500 reports and research data, films, slides and photographs is maintained. The library may be used on-site.

No. 273

International Association of Rehabilitation Facilities

7979 Old Georgetown Road
Suite 600
Washington, D. C. 20014
TELEPHONE: (301) 654-5882
ELIGIBILITY: Members and the general public. Inquire by letter or telephone to Mr. Charles L. Roberts, Executive Vice President.
MISSION: To assist rehabilitation facility directors in their information needs either directly or by referral.
SERVICES: Provides answers to specific questions, within limits of library facilities; suggests literature where answer may be obtained; cites relevant references. Consultation in research planning and program planning and administration is provided to member facilities. Referral is made to other possible sources of information. *A Selected Publications Order Form* may be obtained from IARF upon request.
HOLDINGS: A small collection is maintained.

No. 274

Library

U. S. Social Security Administration
6401 Security Blvd.
Baltimore, Md. 21235
TELEPHONE: (301) 944-5000 Ext. 2089
ELIGIBILITY: No special qualifications.
MISSION: Social insurance; personnel and administrative management; medical economics; electronic data processing; legislative materials.
SERVICES: Answers inquiries; provides reference and advisory services; makes interlibrary loans. Application may be made to the librarian for on-site use of materials not available elsewhere.
HOLDINGS: Over 50,000 books, including about 10,000 volumes on law; about 450 periodical titles.

No. 275

Manpower Research Clearinghouse and Utilization Service

Manpower Administration
1730 M St., NW
Washington, D. C. 20210
TELEPHONE: (202) 961-3950
ELIGIBILITY: No special qualifications.
MISSION: The Service is a clearinghouse for information on current manpower research of the Department, in-house as well as contracted.
SERVICES: Answers inquiries; makes referrals; provides advisory and reference services.
HOLDINGS: An inventory of current manpower research conducted or sponsored by the Labor Department.

No. 276

Margaret Sanger Research Bureau

17 West 16th Street
New York, N. Y. 10011
TELEPHONE: (212) 929-6200
ELIGIBILITY: No special qualifications. However, laboratory and clinical study reports are restricted to research sponsors.
MISSION: The Bureau is a center for service, education and research in family planning and human fertility.
SERVICES: The Bureau offers advice and treatment in contraception, infertility, and problems of marriage and family living. Diagnostic services are provided by staff physicians. Technical consultant services are available to manufacturers of contraceptives. The library is open for reference to medical students, research workers and writers; no literature searches are perfomed. The Bureau also provides a Vasectomy Service.
HOLDINGS: The MSRB library has a collection of books on birth control and contraceptive techniques; fertility and sterility; the development of planned parenthood and marriage education; and the medical, psychological, and social aspects of marriage.

No. 277

Materials Development Center

Department of Rehabilitation and Manpower Studies
Stout State University
Menomonie, Wisc. 54751
TELEPHONE: (715) 235-5541
ELIGIBILITY: Persons directly in rehabilitation programs and facilities. Inquire by letter or telephone to Dr. Arnold B. Sax, Director.
MISSION: National clearinghouse for storage, retrieval, loan and development of materials and procedures in work evaluation and work adjustment.

SERVICES: Provides answers to specific questions; suggests literature where answer may be obtained; cites relevant references. Provides literature searches regarding specific and general questions. Both recurring and demand bibliographies, as well as abstracts are prepared. Reprints, photocopies, films and slides and microfiche are available by loan, rental or purchase. Referral is made to other possible sources of information. The MDC also develops materials for use in work evaluation and adjustment.

HOLDINGS: The collection contains some 3,000 articles, journals and documents. It is available for on-site examination.

No. 278

National Agricultural Library

U. S. Department of Agriculture
Beltsville, Maryland 20705

TELEPHONE: (301) 345-6200 Ext. 261 (Division of Reference); Ext. 255 (Division of Lending).

ELIGIBILITY: No special qualifications.

MISSION: The National Agricultural Library maintains a collection of over 1.5 million volumes on agriculture and related sciences.

SERVICES: The holdings of NAL and its branches are available for on-site reference and may be borrowed on interlibrary loan. Answers to reference questions and brief searches are provided free. Bibliographies and lists on specialized agricultural subjects are available for free limited distribution, or photocopies may be ordered from the library.

HOLDINGS: In addition to books and bound journals, there are current periodicals, reports, films and photos, maps and charts. Literature is acquired in 50 languages from 200 countries. Special collections are available at the branch libraries.

No. 279

The National Association for Mental Health, Inc.

Information Services
1800 North Kent Street
Rosslyn, Va. 22209

TELEPHONE: (703) 528-6405

ELIGIBILITY: No special qualifications for the services offered.

MISSION: NAMH is an organization of volunteers leading the fight against mental illness. The association is made up of local chapters (about 900), divisions (47) and a national level organization. Information Services assists these three organizational levels.

SERVICES: The primary function of Information Services is to provide publications and program ideas, assist in program developments, and fulfill various information needs for the three levels of NAMH. Information Services for the general public is usually conducted through the state MHA, generally located in the state capitol. The state MHA's also provide information about psychiatric facilities and services in their areas. NAMH does not accept requests at the national offices for information regarding mental health issues on a national scale.

HOLDINGS: The collection contains representative documents on mental illness, psychiatric care, behavioral problems and childhood developments. It has an extensive historical section and is available to the public for in-house use. Resources frequently include unpublished reports and inter-organizational communications.

No. 280

National Center for Health Statistics

Public Health Service
5600 Fishers Lane
Rockville, Maryland 20852

TELEPHONE: (301) 443-1326

ELIGIBILITY: No special qualifications.

MISSION: To be the national center for general purpose vital and health statistics and to develop programs in health, demographic and related statistics to serve present and future needs of all segments of health and related professions. Through the development of State Centers for Health Statistics, the Center supports programs designed to provide small-area data needed for comprehensive health planning.

SERVICES: The Center pursues an extensive publication program in disseminating the information in its system to a wide audience. Requests for data are answered by searching the published material or by going into the Center's storage of data for unpublished data. The Center also provides for consultative and technical assistance to State and local agencies and carries on similar activities in its international program.

No. 281

The National Center for Research and Information on Equal Educational Opportunity

Box 40
Teachers College
Columbia University
New York, New York 10027

TELEPHONE: (212) 870-4804

ELIGIBILITY: Community leaders, educational practitioners, students and scholars of educational processes effected by or involved in desegregation of schools. Inquiries should be directed to Mr. Edmund W. Gordon, Director, or to Mr. Wendell J. Royce, Assistant Director.

MISSION: To assist desegregation programs nationally through the analysis, synthesis, and publication of relevant scholarly and lay reports and research. Information on desegregation in public education from all sources is selectively abstracted, indexed, summarized, reviewed and evaluated. Major publications are disseminated nationally, each focused on problem areas of concern to educators, administrators, and publics concerned with desegregation programs. Those with reports, ideas and research pertinent to the area are encouraged to submit papers for review and/or publication.

SERVICES: Identifies and acquires documents concerning ethnic and economic desegregation in public education in the United States. Provides access to a comprehensive bibliography relevant to school desegregation problems and processes. Prepares abstracts of selected key documents on desegregation and equalization of educational opportunity.

No. 282

National Council on Alcoholism, Inc.

2 East 103rd Street
New York, New York 10029

TELEPHONE: (212) 722-2767

ELIGIBILITY: No special qualifications.

MISSION: This voluntary health agency carries out a program of education, treatment, research and community services; it maintains a research library, a public information office and a publications office.

SERVICES: The Council acts as a clearinghouse for information about alcoholism and answers questions about alcoholism and about community organization for education and treatment. In addition, for research, social work, medical management and other professional purposes, limited literature searches are undertaken and a variety of consultation and field services is offered.

HOLDINGS: Emphasis in the library collection is on alcoholism as a public health problem and the impact of alcoholism on the individual and society; historical material on alcoholism is also included. There are approximately 4,000 books and pamphlets, complete files of the *Quarterly Journal of Studies on Alcohol* and the *Classified Abstract Archive of the Alcohol Literature*, and conference reports, research studies and manuscripts of speeches.

No. 283

The National Council on the Aging

1828 L Street, NW
Washington, D. C. 20036

TELEPHONE: (202) 223-6250

ELIGIBILITY: Membership is open to individuals and organizations who work in or who are interested in the field of aging.

MISSION: The Council, through its national office and ten regional offices throughout the United States, offers technical assistance to develop programs for older people.

SERVICES: Consultation is provided by letter and personal interview. Bibliographies in special areas of interest, loans, reference service and facilities for study and research are provided for individuals, organizations and libraries whose work requires information on aging.

HOLDINGS: The Council has a library collection relating to an aging population, with emphasis on psychosocial, economic and health aspects.

No. 284

National Heart and Lung Institute

National Institutes of Health
Bethesda, Md. 20014

TELEPHONE: (301) 656-4000

ELIGIBILITY: No special qualifications.

MISSION: Research and training relating to the causes, prevention, diagnosis and treatment of cardiovascular diseases and of chronic lung disorders, such as emphysema.

SERVICES: All inquiries should be directed to the Office of Heart and Lung Information, NHLI, at the above address.

HOLDINGS: Data bank on the Institute's research and training grants and awards.

No. 285

The National Institute for Rehabilitation Engineering

59 Hamburg Turnpike
Pompton Lakes, N. J. 07442

TELEPHONE: (201) 694-9100—Professional services (24 hrs.)
838-2500—Offices

ELIGIBILITY: Some technical services are available to members only, but many are available to non-

members. Membership is open to the public, to the handicapped and to rehabilitation professionals in various grades.

MISSION: NIRE is the only agency which provides a comprehensive rehabilitation service for severely and totally handicapped individuals, and which designs, builds and dispenses all types of special rehabilitation equipment, tools and prosthetic devices for the severely disabled. NIRE is a tax-exempt voluntary non-profit service organization, available to severely disabled applicants without regard to their ability to pay. NIRE also provides technical assistance to other handicapped service organizations, institutions and agencies.

SERVICES: Services are rendered according to the type of membership held with the Institute. The various types are as follows: 1.) Associate Member—Open to all interested persons. NIRE has "Chapters" in many areas throughout the U. S., for service to local handicapped, for social affairs, and for fund raising—dues are $10 per year. 2.) Handicapped Member—Same as for Associate Member, except for additional benefits including higher priority on NIRE's waiting list, technical consultations without cost, quarterly newsletter, confidential equipment evaluation reports on services and equipment marketed commercially for handicapped and other benefits. 3.) Student Professional Member—Open to student occupational therapists, engineers, physical therapists, special education teachers, medical students, etc. Quarterly newsletter, confidential equipment application and evaluation reports, technical consultations without cost, priority for acceptance in NIRE training and internship programs, and other benefits—dues are $15 per year. 4.) Professional Member—Open to physicians, therapists, psychologists, engineers, special education teachers, nurses, and other professionals in the field of rehabilitation. Quarterly newsletter, confidential equipment evaluation reports, higher priority on patients referred to NIRE, technical consultations at no cost, referral of NIRE clients in Member's area to Member when services are needed, dissemination by NIRE of Member's papers, publications and research results (when desired by Member), help of NIRE in providing grants to Members for continuing research by them, and other benefits—dues are $25 per year. 5.) Organizational Membership—Open to hospitals, group medical practices, handicapped service agencies, and other "Organizations" having a "professional" interest in the handicapped. Benefits are similar to those for "Professional Members" except for greater number of no-cost technical consultations, for any or all staff members, and relative to all patients or clients.

HOLDINGS: A large collection of books, slides, movies and michofiche titles is maintained. However, it is unavailable for on-site examination. A Xerox telecopier facsimile machine is currently being installed, and all interested parties having matching equipment will be able to obtain documented information via telephone.

No. 286

National Institute of Neurological Diseases and Stroke

National Institutes of Health
Bethesda, Md. 20014

TELEPHONE: (301) 656-4000

ELIGIBILITY: No special qualifications.

MISSION: Research and training relating to the causes, prevention, diagnosis and treatment of neurological and sensory disorders.

SERVICES: Two information centers sponsored by the Institute are special information resources in their subject specialties. They are: Brain Information Service, and Information Center for Hearing, Speech, and D sorders of Human Communication. Queries rom professionally qualified persons for information from the above centers should be directed straight to them. All other queries from professionally qualified persons for information should be directed to the Scientific and Technical Communications Office (NINDS). Queries from the general public and students should be directed to the Information Office (NINDS).

HOLDINGS: Data banks on the Institute's research and training grants and awards and on perinatal research.

No. 287

National Rehabilitation Association

1522 K Street, NW
Washington, D. C. 20005

TELEPHONE: (202) 659-2430

ELIGIBILITY: No special qualifications.

MISSION: A private, nonprofit organization, the Association is concerned with the rehabilitation of all handicapped persons.

SERVICES: Questions are answered without charge and referrals are made to other sources of information. It publishes *The Journal of Rehabilitation*, a bimonthly.

HOLDINGS: No collection is maintained.

No. 288

National Society for the Prevention of Blindness

16 East 40th Street
New York, N. Y. 10016
TELEPHONE: (212) 684-3505
ELIGIBILITY: No special qualifications.
MISSION: The Society disseminates information on causes of blindness, advances in treatment of eye disease and general eye health and safety.
SERVICES: Its library is open to the public for on-site reference and films are available for loan. Consulting services are provided without charge.

No. 289

Nursing Homes and Related Facilities Branch

Bureau of Health Services
U. S. Public Health Service
800 North Quincy Street
Arlington, Va. 22203
TELEPHONE: (703) 521-5600 Ext. 6364
ELIGIBILITY: No special qualifications.
MISSION: Nursing homes and related facilities; professional nursing home services; environmental health aspects of nursing homes; management of nursing homes.
SERVICES: Answers inquiries; makes referrals; provides consulting and advisory services to State and community health agencies, nonprofit organizations and educational institutions. The literature collection is accessible for on-site use.
HOLDINGS: Data compilations and analyses; technical reports; books; journals; motion picture films and other audiovisual materials.

No. 290

Occupational Health Program

U. S. Public Health Service
1014 Broadway
Cincinnati, Ohio 45202
TELEPHONE: (513) 381-2200 Ext. 2692
ELIGIBILITY: No special qualifications.
MISSION: Occupational health; industrial hygiene; toxicology and hazards of industrial materials and conditions; chemical, engineering, nursing, medicinal and physiological aspects of occupational health hazards; prevention and treatment of injurious effects on health.
SERVICES: Answers inquiries; makes referrals; provides consulting or advisory services. The literature collection is accessible for on-site use.
HOLDINGS: Technical reports, books and pamphlets.

No. 291

Occupational Safety and Health Administration

U. S. Department of Labor
Washington, D. C. 20210
TELEPHONE: (202) 961-2603
ELIGIBILITY: No special qualifications.
MISSION: Occupational safety and health including enforcement of Federal safety legislation, such as the Williams-Steiger Occupational Safety and Health Act of 1970; also State safety legislation.
SERVICES: Answers inquiries about Federal safety standards; makes referrals; provides advisory and reference services. The Occupational Safety and Health Administration develops and enforces safety and health standards under various Federal laws, and serves as a clearinghouse on State safety legislation. It provides educational and training aids in safety and health to Federal and State governmental groups, industry, labor unions, students and the general public.

No. 292

Office for Research on Alcoholism

University of Washington
271 Harborview Hall
325 9th Avenue
Seattle, Washington 98104
TELEPHONE: (206) 682-3050 Ext. 435
ELIGIBILITY: Those persons doing research in the field of alcoholism. Direct inquiries to Dr. John H. Lindberg, Coordinator.
MISSION: To provide a central area for contact between people doing research in the field of alcoholism. The Office identifies problems where research is needed, encourages such research and assists researchers by disseminating existing information in the field.
SERVICES: Suggests literature where answer may be obtained; cites relevant references. Disseminates data pertinent to research in the field of alcoholism and arranges conferences and meetings. Consultation services are provided in research planning, and program planning and administration. Referral is made to other possible sources of information.
HOLDINGS: The collection contains several journals relevant to studies in alcoholism and a small set of books on the subject.

No. 293

Office of Aging

Welfare Administration

U. S. Department of Health, Education and Welfare
330 Independence Avenue, SW
Washington, D. C. 20201
TELEPHONE: (202) 963-4168
ELIGIBILITY: Serious research interests.
MISSION: A clearinghouse for information about the older population in the United States and those who work with and for the aging, the Office of Aging is concerned with all aspects of the field, including social gerontology, community organization, activity centers and pre-retirement planning.
SERVICES: On request, the Office provides specific information and appropriate printed materials and makes referrals to other sources, especially at State and local levels. Consultations by the central staff or regional representatives are available to individuals and public and private agencies that are developing programs related to aging.
HOLDINGS: The collection contains some 400 books and 125 journals and newsletters. It is available for on-site examination.

No. 294

Office of Economic and Manpower Studies

National Science Foundation
1800 G St., NW
Washington, D. C. 20550
TELEPHONE: (202) 632-4164
ELIGIBILITY: No special qualifications.
MISSION: Economic aspects of scientific research, development and education; scientific manpower; administrative practices; research and education facilities and equipment.
SERVICES: Answers inquiries; makes referrals; provides consulting services.
HOLDINGS: Statistical reports and other data.

No. 295

Office of Manpower and Employment Statistics

Bureau of Labor Statistics
441 G Street, NW
Washington, D. C. 20212
TELEPHONE: (202) 961-2694
ELIGIBILITY: No special qualifications.
MISSION: Measures the state of the economy by industry and area in terms of employment, hours, earnings, job vacancies, labor turnover, unemployment and projections of manpower requirements by industry and occupation.
SERVICES: Answers inquiries; provides advisory and consulting services.
HOLDINGS: Publications: *Occupational Outlook Handbook*, *Occupational Outlook Quarterly*, *Employment and Earnings*, numerous bulletins and reports.

No. 296

Office of Manpower Policy, Evaluation, and Research

Technical Manpower Information and Publications
Manpower Administration
1730 M St., NW
Washington, D. C. 20210
TELEPHONE: (202) 961-3695
ELIGIBILITY: No special qualifications.
MISSION: Manpower development and training programs; special training programs for hardcore disadvantaged unemployed persons; manpower requirements, resources and utilization.
SERVICES: Answers inquiries concerning current statistics; makes referrals; provides reference services.
HOLDINGS: Unpublished current statistics on manpower programs, including training under the Manpower Development and Training Act, Neighborhood Youth Corps, Bureau of Apprenticeship and Training, and Bureau of Employment Security.

No. 297

Office of Wages and Industrial Relations

Bureau of Labor Statistics
441 G Street, NW
Washington, D. C. 20212
TELEPHONE: (202) 961-2382
ELIGIBILITY: No special qualifications.
MISSION: Wages, salaries and employee benefits; union wage scales; collective bargaining agreements, industrial disputes and work stoppages; industrial relations.
SERVICES: Answers inquiries; makes referrals; provides advisory and reference services. Photocopies of file materials are usually available at cost.
HOLDINGS: About 5,000 current collective bargaining agreements, including agreements covering 1,000 or more employees but excluding railroads, airlines and governments; union constitutions; wage indexes and chronologies; other statistics.

No. 298

Parkinson's Disease Foundation, Inc.

College of Physicians and Surgeons
of Columbia University
640 West 168th Street
New York, New York 10032
TELEPHONE: (212) 923-4700
ELIGIBILITY: Information services are provided to physicians, scientists, and the public. Direct inquiries to Dr. Melvin D. Yahr, Executive Director.
MISSION: Supports research in the cause, prevention and cure of Parkinson's disease.
SERVICES: Prepares and distributes information and brochures on patient care and physical rehabilitation exercises for patients with Parkinson's disease. Refers patients to neurologists in other communities; holds seminars.
HOLDINGS: Documents and data; reviews of seminars and symposia.

No. 299

Perkins School for the Blind

175 North Beacon Street
Watertown, Mass. 02172
TELEPHONE: (617) 924-3434
ELIGIBILITY: No special qualifications.
MISSION: An elementary and secondary school for the blind, the Perkins School has a very extensive collection of books dealing with blindness.
SERVICES: Requests for information on the psychology of the blind are answered without charge. Educational and psychological diagnostic services are available; consultations are made without charge or for a fee, depending on the requester and the nature of the service desired. Interlibrary loans are made and short lists of literature citations are prepared. The Library also distributes braille books and Talking Books for the Library of Congress.
HOLDINGS: The Library covers education of the blind; the psychology of blindness; behavioral, educational and technical research on blindness; psychological testing of the blind; and counseling and guidance of the blind. There is also an historical museum. The collection is available for on-site examination.

No. 300

President's Committee on Mental Retardation

Washington, D. C. 20201
TELEPHONE: (202) 963-7851 or 963-7416
ELIGIBILITY: No special qualifications. Inquire by letter or telephone to Mrs. Mary Z. Gray.
MISSION: To advise the President on what is being done for the mentally retarded; to recommend Federal action where needed; to promote coordination and cooperation among public and private agencies; to stimulate individual and group action and to promote public understanding of the mentally retarded.
SERVICES: Provides answers to specific questions; suggests literature where answer may be obtained; cites relevant references. Prepares an annual *Report to the President of the United States*. Referral is made to other possible sources of information.
HOLDINGS: No collection is maintained.

No. 301

Public Information Division

Office of Economic Opportunity
1200 19th Street, NW
Washington, D. C. 20506
TELEPHONE: (202) 254-5316
ELIGIBILITY: No special qualifications. Inquire by letter or telephone to Mr. Richard Franzen, Room 208.
MISSION: To collect, analyze and correlate information to determine the severity of poverty; to provide statistical information on and analyze all anti-poverty programs; to operate the Federal Information Exchange system.
SERVICES: Provides information collection, processing, retrieval, correlation, analysis and dissemination services for OEO and other government users. Provides technical assistance to the States for the development and improvement of state information systems and for the creation of state information centers. Referral is made to other possible sources of information.

No. 302

Public Information Office

Civil Service Commission
1900 E Street, NW
Washington, D. C. 20415
TELEPHONE: (202) 343-7391
ELIGIBILITY: No special qualifications.
MISSION: Interest in the programs and operations of the Civil Service Commission, and the merit system of Federal employment.
SERVICES: Answers inquiries; makes referrals.

No. 303

The Rand Corporation

1700 Main Street
Santa Monica, Calif. 90406
TELEPHONE: (213) 393-0411
ELIGIBILITY: No special qualifications, but single

copies of most Rand research publications are available free of charge to agencies of the U. S. Government.

MISSION: Rand is an independent, nonprofit organization engaged in scientific research and analysis. It conducts studies in the public interest supported by the United States Government, by local and state governments, by its own funds derived from earned fees, and by private sources, including foundations. The work involves most of the major disciplines in the physical, social, and biological sciences, with emphasis on their application to problems of policy and planning in domestic and foreign affairs.

SERVICES: Publishes *Index of Selected Publications of The Rand Corporation* (1946–1962) and *Selected Rand Abstracts*, a quarterly journal index of Rand publications. A list of bibliographies containing abstracts of Rand publications on a number of research subjects is available from the Communications Department. Some 8,500 research reports on the methods and findings of Rand research have been published and are available on a "page count" fee basis or are in deposit collections in 190 libraries around the world.

HOLDINGS: The collection maintained by the Corporation is restricted to staff use only.

No. 304

Regional Rehabilitation Research and Training Center in Mental Retardation

University of Texas
2410 San Antonio St.
Austin, Texas 78705

TELEPHONE: (512) 471-3828

ELIGIBILITY: Services are available to counselors of the Vocational Rehabilitation Administration of the Department of Health, Education, and Welfare.

MISSION: Epidemiological and cultural-social aspects of mental deficiency and mental retardation; motivational and cognitive processes of retardates.

SERVICES: Provides consulting and advisory services.

No. 305

Safety Research Information Service

National Safety Council
425 North Michigan Avenue
Chicago, Ill. 60611

TELEPHONE: (312) 527-4800 Ext. 303

ELIGIBILITY: No special qualifications, but services are available on a fee basis only. Inquiries should be sent to Director, Safety Research Information Service.

MISSION: To collect, organize and disseminate safety research information. The Service also functions as a referral agency by directing persons with specific technical information needs to other useful sources.

SERVICES: Provides literature searches regarding specific and general questions; prepares abstracts for a nominal fee. Referral is made to other possible sources of information.

HOLDINGS: The collection contains 6,000 complete research reports, 300 reference documents and 500 descriptions of on-going research projects.

No. 306

Small Business Administration

Office of Public Information
1441 L Street, NW
Washington, D. C. 20416

TELEPHONE: (202) 393-3111

ELIGIBILITY: No special qualifications.

MISSION: Small business management, financing and technology; loans for construction, expansion, modernization and other small-business needs.

SERVICES: Answers inquiries; makes referrals. The library makes interlibrary loans.

HOLDINGS: A reference library of more than 6,300 cataloged items, 80 drawers of vertical file material and about 400 periodical titles is maintained. It is available for on-site examination.

No. 307

Stanford Research Institute

333 Ravenswood Avenue
Menlo Park, Calif. 94025

TELEPHONE: (415) 326-6200

ELIGIBILITY: No special qualifications. For further information, direct inquiries to the Director of Public Relations.

MISSION: Stanford Research Institute is one of the largest independent, nonprofit research organizations in the world. Its product is applied and basic research, performed under contract for clients in business, industry and government throughout the United States and in 65 other countries. The Institute provides specialized services in the physical and life sciences, electronics, radio sciences, information science, urban and social systems, economics, management sciences and engineering systems. The essence of SRI's research approach is interdisciplinary and

problem-oriented. Of a staff of greater than 2,600 more than one-half are in the professional and technical categories representing a broad spectrum of fields.

SERVICES: Project reports provide the client with analyses and interpretation of data obtained from field work, from research capabilities, from the Institute's files and from specialists throughout the Institute in the particular fields involved.

No. 308

Suicide Prevention Center

2521 West Pico Blvd.
Los Angeles, Calif. 90006

TELEPHONE: (213) 381-5111

ELIGIBILITY: No special qualifications.

MISSION: Suicide prevention: Theory, clinical services, research and training.

SERVICES: Answers inquiries; makes referrals; provides advisory and consulting services.

No. 309

System Development Corporation

2500 Colorado Avenue
Santa Monica, Calif. 90406

TELEPHONE: (213) 393-9411

ELIGIBILITY: No special qualifications.

MISSION: SDC is engaged in research and development in data processing, mathematics, computer system design, man-machine relationships, logistics, psychology, theories of education, management, economics, political science, operations research, information retrieval, and command and control systems.

SERVICES: Technical consultations to solve specific problems within the scope of SDC are handled by contract. Requests of an open literature nature are answered as time permits by correspondence and by sending copies of publications free of charge.

HOLDINGS: The Corporation's library consists of material in English, Spanish, Italian, German, French and Russian.

No. 310

U. S. Employment Service

Bureau of Employment Security
1730 M St., NW
Washington, D. C. 20210

TELEPHONE: (202) 961-2784

ELIGIBILITY: No special qualifications.

MISSION: Public employment office operations and job market information in the 50 states and U. S. territories; job placement, recruitment, and manpower mobilization; occupational counseling and testing; immigration analysis; occupational analysis and test development; skill and industry surveys; training programs.

SERVICES: Answers inquiries; makes referrals; provides advisory services.

HOLDINGS: Statistics and economic research data.

No. 311

Veterans Administration Central Office

Scientific Communications Coordinator
810 Vermont Ave., NW
Room 15C1
Washington, D. C. 20420

TELEPHONE: (202) 389-5177

ELIGIBILITY: No special qualifications. Inquire by letter or telephone to Mr. Russell D. Bowman.

MISSION: To provide scientific and technical information for science writers and members of the scientific community.

SERVICES: Provides answers to specific questions; suggests literature where answer may be obtained; cites relevant references. The primary role of the Coordinator is to stay abreast of scientific and technical information being generated by the Veterans Administration and its related branches. He serves as a source of referral information. No collection is maintained, but rather the Central Office Library serves as the main depository of VA documents.

No. 312

Women's Bureau

U. S. Department of Labor
14th St. and Constitution Ave., NW
Washington, D. C. 20210

TELEPHONE: (202) 961-2036

ELIGIBILITY: No special qualifications.

MISSION: The welfare of wage-earning women, including opportunities for profitable employment and working conditions.

SERVICES: Answers inquiries; makes referrals; provides reference and advisory services. The Women's Bureau initiates conferences and cooperates in planning and conducting conferences and seminars on subjects related to the economic role of women. The Bureau in Washington and its regional offices provides technical assistance, information and data to national and international groups and individuals.

HOLDINGS: Books, reports and statistics.

Appendix A
List of Information Resources

Primary Information Resources

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001	American College of Surgeons	17
002	B'nai B'rith Vocational Service	17
003	Bureau of Labor Statistics—U. S. Department of Labor	18
004	CEC Information Center on Exceptional Children/ERIC Clearinghouse	18
005	Center for Business and Economic Research	19
006	Child Welfare League of America, Inc.	19
007	Clearing House Rehabilitation Counselor Training	19
008	Committee on Prosthetic-Orthotic Education	20
009	Committee on Prosthetics Research and Development	21
010	Community Services Administration—SRS	21
011	Defense Documentation Center	21
012	Educational Research and Information Center (ERIC)	22
013	ERIC Clearinghouse on Library and Information Sciences	23
014	ERIC Clearinghouse on Rural Education and Small Schools	23
015	ERIC Clearinghouse on Vocational and Technical Education	23
016	ERIC Counseling and Personnel Services Clearinghouse	24
017	ERIC Information Retrieval Center on the Disadvantaged	24
018	Excerpta Medica Foundation	25
019	Gallaudet College Library	26
020	Information Center for Hearing, Speech, and Disorders of Human Communication	26
021	Information Center on Crime and Delinquency	27
022	Manpower Administration Information Office	27
023	MEDLARS—National Library of Medicine	28
024	National Association for Retarded Children	28
025	National Clearinghouse for Mental Health Information	29
026	National Easter Seal Society for Crippled Children and Adults Library	29
027	National Education Association Adult Education Clearinghouse	30
028	National Referral Center—Science and Technology Division, Library of Congress	30
029	National Technical Information Service	31
030	New England Special Education Instructional Materials Center	31
031	Northern Colorado Educational Board of Cooperative Services	32
032	Office of Research and Demonstrations—SRS	32
033	President's Committee on Employment of the Handicapped	33
034	Prosthetic and Sensory Aids Service—VA	33
035	Rocky Mountain Special Education Instructional Materials Center	34
036	Smithsonian Science Information Exchange, Inc.	34
037	Special Education Instructional Materials Center	35
038	Technology Utilization Office—NASA	35
039	Knowledge Availability Systems Center	36
040	The New England Application Center	36
041	North Carolina Science and Technology Research Center	37
042	Technology Application Center	37
043	Western Research Application Center	38
044	Youth Development and Delinquency Prevention Administration—SRS	38

Secondary Information Resources

General Reference Libraries

200	The John Crerar Library	39
201	Joint Health Library	39
202	National Archives and Records Service—National Archives	39
203	National Institutes of Health Library	39
204	National Research Council Library—National Academy of Sciences	40
205	National Science Foundation Library	40
206	Naval Personnel Research Activity Library	40
207	Science and Technology Division—Library of Congress	40

Specific Information Centers

208	Accent on Information—Accent on Living, Inc.	41
209	Action for Brain-Injured Children Clearinghouse	41
210	Administration on Aging	41
211	Alexander Graham Bell Association for the Deaf, Inc.	41
212	American Academy of Orthopaedic Surgeons	42
213	American Association on Mental Deficiency	42
214	American Cancer Society, Inc.	42
215	American Correctional Association	42
216	American Council on Education	42
217	American Dental Association	43
218	American Documentation Institute	43
219	American Foundation for the Blind	43
220	American Heart Association	43
221	American Hospital Association	43
222	The American Institute of Family Relations	44
223	American Institutes for Research	44
224	American Orthotic and Prosthetic Association	44
225	American Personnel and Guidance Association	44
226	American Physical Therapy Association	44
227	American Psychiatric Association	45
228	American Psychological Association	45
229	American Society for Information Science	45
230	American Sociological Association	45
231	American Speech and Hearing Association	45
232	American Vocational Association, Inc.	46
233	Army Medical Research and Development Command—Scientific and Technical Information Division	46
234	Bureau of Applied Social Research	46
235	Bureau of Education for the Handicapped—U. S. Office of Education	46
236	Bureau of Ethnic Research	46
237	Bureau of Indian Affairs	47
238	Bureau of the Census Library	47
239	Center for Documentation and Communication Research	47
240	Center for Programmed Instruction	47
241	Center for Urban Education	47
242	Center of Alcohol Studies	48
243	Central Office Film Library—Veterans Administration	48
244	Children's Bureau—Office of Child Development	48

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245 Civil Service Commission Library ... 48
246 Commitee on Information in the Behavioral Sciences—National Research Council ... 48
247 Committee on Problems of Drug Dependence—National Research Council ... 49
248 Communications in Behavioral Biology—Johns Hopkins University ... 49
249 Community Council of Greater New York ... 49
250 Community Development Foundation, Inc ... 49
251 Cooperative Information Center for Hospital Management Studies ... 50
252 Department of Labor Library ... 50
253 Division for the Blind and Physically Handicapped—Library of Congress ... 50
254 Division of Health Resources—Community Health Service ... 50
255 Division of Medical Care Administration: Adult Health Protection and Aging Branch—U. S. Public Health Service ... 51
256 Duke University Center for the Study of Aging and Human Development ... 51
257 Equal Employment Opportunity Commission ... 51
258 ERIC Clearinghouse on Educational Media and Technology ... 51
259 ERIC Clearinghouse on Retrieval of Information and Evaluation on Reading ... 52
260 ERIC Clearinghouse on School Personnel ... 52
261 ERIC Clearinghouse on Teacher Education ... 52
262 ERIC Information Center on Early Childhood Education ... 52
263 Family Service Association of America ... 52
264 Health Care Facilities Service—Health Services and Mental Health Administration ... 52
265 Home Care Services—Bureau of Health Services, U. S. Public Health Service ... 53
266 HUD Clearinghouse Service—Urban Management Assistance Administration ... 53
267 Human Engineering Information and Analysis Service ... 53
268 Information Center of the National Conference on Social Welfare ... 53
269 Information Clearinghouse—University Research Corporation ... 53
270 Institute for Scientific Information ... 54
271 Institute for Social Research ... 54
272 Institute for the Crippled and Disabled ... 54
273 International Association of Rehabilitation Facilities ... 55
274 Library—U. S. Social Security Administration ... 55
275 Manpower Research Clearinghouse and Utilization Service—Manpower Administration ... 55
276 Margaret Sanger Research Bureau ... 55
277 Materials Development Center ... 55
278 National Agricultural Library—U. S. Department of Agriculture ... 56

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279 The National Association for Mental Health—Information Services ... 56
280 National Center for Health Statistics ... 56
281 National Center for Research and Information on Equal Education Opportunity ... 56
282 National Council on Alcoholism, Inc ... 57
283 The National Council on the Aging ... 57
284 National Heart and Lung Institute ... 57
285 The National Institute for Rehabilitation Engineering ... 57
286 National Institute of Neurological Diseases and Stroke ... 58
287 National Rehabilitation Association ... 58
288 National Society for the Prevention of Blindness ... 59
289 Nursing Homes and Related Facilities Branch—Bureau of Health Services, U. S. Public Health Service ... 59
290 Occupational Health Program—U. S. Public Health Service ... 59
291 Occupational Safety and Health Administration—U. S. Department of Labor ... 59
292 Office for Research on Alcoholism ... 59
293 Office of Aging—Welfare Administration ... 59
294 Office of Economic and Manpower Studies—National Science Foundation ... 60
295 Office of Manpower and Employment Statistics—Bureau of Labor Statistics ... 60
296 Office of Manpower Policy, Evaluation, and Research—Manpower Administration ... 60
297 Office of Wages and Industrial Relations—Bureau of Labor Statistics ... 60
298 Parkinson's Disease Foundation, Inc ... 60
299 Perkins School for the Blind ... 61
300 President's Committee on Mental Retardation ... 61
301 Public Information Division—Office of Economic Opportunity ... 61
302 Public Information Office—Civil Service Commission ... 61
303 The Rand Corporation ... 61
304 Regional Rehabilitation Research and Training Center in Mental Retardation—University of Texas ... 62
305 Safety Research Information Service—National Safety Council ... 62
306 Small Business Administration—Office of Public Information ... 62
307 Stanford Research Institute ... 62
308 Suicide Prevention Center ... 63
309 System Development Corporation ... 63
310 U. S. Employment Service—Bureau of Employment Security ... 63
311 Veterans Administration Central Office—Scientific Committee Coordinator ... 63
312 Women's Bureau—U. S. Department of Labor ... 63

APPENDIX B—PRIMARY RESOURCES TABLE OF SERVICES

#		Provides Answers To Specific Questions	Suggests Literature Sources	Cites Relevant References
001	American College of Surgeons	—	X	X
002	B'nai B'rith Vocational Service	X	X	X
003	Bureau of Labor Statistics—U. S. Department of Labor	X	X	X
004	CEC Information Center on Exceptional Children—ERIC CLGH.	X	X	X
005	Center for Business and Economic Research	—	—	—
006	Child Welfare League of America, Incorporated	X	X	X
007	Clearinghouse Rehabilitation Counselor Training	—	—	—
008	Committee on Prosthetic-Orthotic Education	X	X	X
009	Committe on Prosthetics Research & Development	X	X	X
010	Community Services Administration—SRS	X	X	X
011	Defense Documentation Center	—	X	X
012	Educational Research and Information Center	—	X	X
013	ERIC Clearinghouse on Library and Information Sciences	—	X	—
014	ERIC Clearinghouse on Rural Education and Small Schools	X	X	X
015	ERIC Clearinghouse on Vocational and Technical Education	—	X	—
016	ERIC Counseling and Personnel Services Clearinghouse	X	X	X
017	ERIC Information Retrieval Center on the Disadvantaged	—	X	X
018	Excerpta Medica Foundation	—	X	X
019	Gallaudet College Library	X	X	X
020	Information Center for Hearing, Speech & Disorders of Human Communication	X	X	X
021	Information Center on Crime and Delinquency	X	X	X
022	Manpower Administration Information Office	X	X	X
023	MEDLARS—National Library of Medicine	X	X	X
024	National Association for Retarded Children	X	X	X
025	National Clearinghouse for Mental Health Information	X	X	X
026	National Easter Seal Society for Crippled Children & Adults Library	X	X	X
027	National Education Association—Adult Education Clearinghouse	X	X	X
028	National Referral Center—Science and Technology Division, Library of Congress	—	—	X
029	National Technical Information Service	X	X	X
030	New England Special Education Instructional Materials Center	X	X	X
031	Northern Colorado Educational Board of Cooperative Services	X	X	X
032	Office of Research and Demonstrations—SRS	—	X	X
033	President's Committee on Employment of the Handicapped	X	X	X
034	Prosthetic and Sensory Aids Service—VA	X	X	X
035	Rocky Mountain Special Education Instructional Materials Center	X	X	X
036	Smithsonian Science Information Exchange, Incorporated	X	—	—
037	Special Education Instructional Materials Center	X	X	X
038-043	Technology Utilization Office—NASA (5 Subs)	X	X	X
044	Youth Development & Delinquency Prevention Administration—SRS	X	X	X

Literature Searches	Documentation Services	Consulting Services	Statistical Reports	Translation Services	Professional Specialists	Publications Available	Collection (Library)	Referral Service
—	X	—	—	—	X	X	X	X
X	X	X	—	—	X	X	X	X
X	X	—	X	—	X	X	X	X
X	X	—	X	—	X	X	X	X
—	X	—	X	—	X	X	X	X
X	X	X	X	—	X	X	X	X
—	X	—	—	—	—	X	X	X
—	—	X	—	—	X	X	X	X
X	X	X	—	—	X	X	X	X
—	X	—	—	—	X	—	—	X
X	X	—	—	—	X	X	X	X
X	X	—	—	—	X	X	X	X
X	—	—	—	—	X	X	X	X
X	—	X	—	—	X	X	X	X
—	X	—	—	—	X	X	X	X
X	X	X	—	—	X	X	X	X
X	X	X	—	—	X	X	X	X
X	X	—	—	X	—	X	—	—
X	X	—	—	—	—	X	X	X
X	—	—	—	—	X	X	X	X
X	X	—	—	—	X	X	X	X
X	—	—	X	—	X	X	X	X
X	X	X	—	—	X	X	X	X
X	X	X	—	—	X	X	X	X
X	X	X	X	—	X	X	X	X
X	X	X	—	—	X	—	X	X
—	—	—	—	—	X	X	X	X
X	X	—	—	X	X	X	X	X
X	X	X	X	—	X	X	X	X
X	X	X	X	—	X	X	X	X
X	X	—	X	—	X	X	X	X
X	X	X	X	—	X	X	X	X
X	X	X	—	—	X	X	X	X
X	X	X	X	—	X	X	—	X
X	X	X	X	—	X	X	X	X
X	X	X	—	—	X	—	X	X
X	X	X	X	X	X	X	X	X
—	X	X	X	—	X	X	X	X

APPENDIX C

INFORMATION SERVICES CHECKLIST

Name of ORGANIZATION

INSTRUCTIONS:

1. CHECK all the categories on this sheet which describe the areas in which the collections and resources of your organization are significant. This checklist will tell the readers what you have in terms of greatest relevance and interest to them.

2. ENCIRCLE TEN of the categories you have checked (they may be either major headings or sub-categories) to show the topics for which your files would be especially useful. These terms will be used in a Key Word Index which will direct the reader to the specific information services likely to be most useful to him. In the event that your resources are so broad as to cover a majority of the topics within a major area, ENCIRCLE the major heading. Where feasible, however, encircle TEN checks which reflect special areas of strength.

___CLIENT SERVICES
___Case Finding
___Medical Consultation
___Psychological Consult.
___Vocational Evaluation
___Pre-Vocational Training
___Training
___Physical Restoration
___Vocational Counseling
___Group Counseling
___Personal Counseling
___Occupational Inf.
___Caseload Management
___Case Recording
___Group Procedures
___Placement
___Follow-up
___Behavior Modification procedures
___Medical Services
___Rehabilitation Medicine
___Speech Therapy
___Manual Arts Therapy
___Occupational Therapy
___Physical Therapy
___Mobility Training
___Visual Aids Clinic
___Basic Skills Training
___Special Group Work
___Social Case Work
___ADL
___Marriage Counseling
___Special Education
___Remedial Education
___Orthopedic Surgery
___Prosthetics
___Orthotics
___Psychotherapy
___Group Psychotherapy
___Nursing
___Audiological Services
___Homebound Programs
___Social Services
___Financial Aid
___Welfare Services
___Recreation
___Volunteer Services

___REHAB. FACILITIES
___Sheltered Workshop
___Rehabilitation Center
___Halfway House
___Day Care Center
___Foster Home Programs

___ADMINISTRATION
___Planning
___Budgeting
___Financing
___Control
___Standards
___Leadership
___Public Relations
___Information Systems
___Cost Accounting
___Program Evaluation
___Statistics and Reports
___Legislature Relationships

___PERSONNEL ADMINISTRATION
___Recruitment
___Selection
___Psychological Testing
___Training
___Job Analysis
___Supervision
___Worker Motivation
___Worker Morale
___Job Satisfaction
___Personnel Incentives
___Employee Suggestion Systems
___Employee Counseling
___Human Relations
___Performance
___Salary Administration
___Work Methods
___Labor Laws
___Civil Service
___Aides and Assistants

___EDUCATION AND TRAINING
___Instructional Media
___Computer-assisted Instruction
___Educational Materials
___T-Groups/Sensitivity Training
___Role Playing
___Group Discussion
___Simulation Techniques
___Programmed Instruction
___Research Utilization
___In-Service E&T
___Conferences and Workshops
___Continuing Education
___Staff Development
___Pre-Service E&T
___Counselor Education (Degree Programs)
___Orientation Programs
___Curriculum
___Supv. Practice

___RESEARCH
___Problem Formulation
___Design
___Methodology
___Statistical Analysis
___Survey Sampling
___Test Construction
___Attitude Scaling
___Evaluation Design
___Model Building
___Computer Simulation
___Operations Research

IMPAIRMENTS
___Psychosocial Function
___Psychoses
___Psychoneuroses
___Alcoholism
___Drug Addiction
___Mental Retardation
___Communicative Disorders
___Voice
___Hearing
___Speech
___Language Comprehension
___Visual
___Genito-Urinary Function
___Respiratory Function
___Pulmonary Tuberculosis
___Emphysema
___Circulatory Functions
___Heart Disease
___Cardiovascular Disease
___Metabolic and Nutritional Function
___Neurological Function
___Parkinson's Disease
___Digestive Function
___Gastrointestinal Dis.
___Endocrine Function
___Diabetes
___Musculoskeletal Function
___Amputees
___Skin and Cellular Dis.
___Cancer
___Arthritic Diseases
___Multiple Sclerosis
___Spinal Cord Lesion
___Brain Syndrome
___Muscular Dystrophy
___Cerebral Palsy
___Convulsive Disorders
___Occupational Diseases
___Accidental Injury

___OTHER CLIENT CLASSES
___Welfare Clients
___Disadvantaged
___Minority Members
___Children
___Adolescents
___Adults
___College Students
___Aged
___Public Offenders
___Juvenile Delinquents

Regional Rehabilitation Research Institute, University of Florida, 901 Lakeshore Towers, Gainesville, Florida 32601

INFORMATION SERVICES AND RESOURCES QUESTIONNAIRE

Please type or print.

1. What is the organization's name, address and telephone number?

1. _____
Name

_____
Address City State Zip

( ) -
Phone No.: Area Code and local no.

2. To whom should inquiries be directed?

2. _____
Name

_____
Address (if different from organization) Phone No.

3. Who is eligible to use this information service?

3. ELIGIBILITY: _____

_____

4. What ways should inquiries be made?

4. INQUIRE BY: Telephone _____ Letter _____ Special Form _____

5. What organization sponsors the Information Service?

5. SPONSOR: _____

_____

6. When was the IS started?

6. DATE: _____

7. What is the IS's mission? For what subjects do you provide information to which groups of consumers?

7. MISSION: _____

_____

_____

8. Does the IS offer each of the following services?

	SERVICES	Extent of service
		Encircle the answer and make clarifying comments
8.1	Provide answers to specific questions.	8.1 Yes No _____
8.2	Suggests literature where answer may be obtained.	8.2 Yes No _____
8.3	Cites relevant references.	8.3 Yes No _____

		SERVICES	Extent of services
8.4	Provides literature searches regarding		
8.41	Specific questions, e.g., what factors influence service clerical workers?	8.41 Yes No	
8.42	General questions, e.g., what are the current theories of job satisfaction?	8.42 Yes No	
8.43	State of the Art Reports	8.43 Yes No	
8.44	Bibliographies		
8.441	Recurring	8.441 Yes No	
8.442	Demand (individual requests)	8.442 Yes No	
8.45	Abstracts	8.45 Yes No	
		Length (words)	
9.0	What Documentation Services are provided?	DOCUMENTATION SERVICES	
9.1	Reprints	9.1 Yes No	
9.2	Photocopy	9.2 Yes No	
9.3	Films or slides	9.3 Yes No	
9.4	Loans	9.4 Yes No	
9.5	Microfiche	9.5 Yes No	
10.0	What consulting services are available?	CONSULTING SERVICES	
10.1	Research planning	10.1	
10.2	Program planning and administration	10.2	

10.3 Other (Specify) 10.3 _____

11.0 What statistical reports do you distribute? STATISTICAL REPORTS

11.1 What are the major topics covered? 11.1 _____

11.2 How often are they published? 11.2 _____

11.3 How does one get a copy? 11.3 _____

12.0 What Translation Services do you have available? 12.0 TRANSLATION SERVICES: _____

_____

_____

12.1 For what languages can you provide such service? 12.1 LANGUAGES: _____

_____

_____

13.0 What is the average Turn-Around-Time and costs for requests for:	13.0 TURN AROUND TIME (no. of days)	CHARGES (Range and Average)
13.1 Specific Documents	13.1 _____	_____
13.2 Bibliographies (recurring)	13.2 _____	_____
13.3 Bibliographies (demand)	13.3 _____	_____
13.4 Literature Search and Abstracts	13.4 _____	_____
13.5 State of the Art Report (for a well defined topic)	13.5 _____	_____

14.0 What professional specialists are on the staff? PROFESSIONAL SPECIALISTS

_____

_____

_____

15.0	What publications are available from the service?		PUBLICATIONS AVAILABLE *(specify topics and titles)*
15.1	Monographs and research reports	15.1	_____
15.2	Journals	15.2	_____
15.3	Progress reports	15.3	_____
15.4	Lists of publications	15.4	_____
16.0	What is the size of the collection?	16.0	COLLECTION SIZE
16.1	What is the size and scope of the data base of your computerized abstract of bibliographic file?	16.1	Books _____ Microfiche _____ Journals _____ Machine readable _____ Scope of Data Base _____ _____ Size of Data Base _____ _____
17.0	Is the collection accessible for on-site examination?	17.0	ACCESSIBILITY Yes_____ No_____
17.1	Must user be approved prior to visit?	17.1	Yes No _____
17.2	Is appointment necessary?	17.2	Yes No _____
17.3	Is the collection indexed?	17.3	Yes No _____
18.0	Do you refer inquirers of other likely sources of information, especially when your organization cannot be of help?	18.0	REFERRAL Yes No _____

INFORMATION SERVICES CHECKLIST

CLIENT SERVICES
Case Finding
Medical Consultation
Psychological Consult.
Vocational Evaluation
Pre-vocational Training
Training
Physical Restoration
Vocational Counseling
Group Counseling
Personal Counseling
Occupational Inf.
Caseload Management
Case Recording
Group Procedures
Placement
Follow-up
Behavior Modification procedures
Medical Services
Rehabilitation Medicine
Speech Therapy
Manual Arts Therapy
Occupational Therapy
Physical Therapy
Mobility Training
Visual Aids Clinic
Basic Skills Training
Special Group Work
Social Case Work
ADL
Marriage Counseling
Special Education
Remedial Education
Orthopedic Surgery
Prosthetics
Orthotics
Psychotherapy
Group Psychotherapy
Nursing
Audiological Services
Homebound Programs
Social Services
Financial Aid
Welfare Services
Recreation
Volunteer Services

REHAB. FACILITIES
Sheltered Workshop
Rehabilitation Center
Halfway House
Day Care Center
Foster Home Programs

ADMINISTRATION
Planning
Budgeting
Financing
Control
Standards
Leadership
Public Relations
Information Systems
Cost Accounting
Program Evaluation
Statistics and Reports
Legislature Relationships

PERSONNEL ADMINISTRATION
Recruitment
Selection
Psychological Testing
Training
Job Analysis
Supervision
Worker Motivation
Worker Morale
Job Satisfaction
Personnel Incentives
Employee Suggestion Systems
Employee Counseling
Human Relations
Performance
Salary Administration
Work Methods
Labor Laws
Civil Service
Aides and Assistants

EDUCATION AND TRAINING
Instructional Media
Computer-assisted Instruction
Educational Materials
T-Groups/Sensitivity Training
Role Playing
Group Discussion
Simulation Techniques
Programmed Instruction
Research Utilization
In-Service E&T
Conferences & Workshops
Continuing Education
Staff Development
Pre-Service E&T
Counselor Education (Degree Programs)
Orientation Programs
Curriculum
Supv. Practice

RESEARCH
Problem Formulation
Design
Methodology
Statistical Analysis
Survey Sampling
Test Construction
Attitude Scaling
Evaluation Design
Model Building
Computer Simulation
Operations Research

IMPAIRMENTS
Psychosocial Function
Psychoses
Psychoneuroses
Alcoholism
Drug Addiction
Mental Retardation
Communicative Disorders
Voice
Hearing
Speech
Language Comprehension
Visual
Genito-Urinary Function
Respiratory Function
Pulmonary Tuberculosis
Emphysema
Circulatory Functions
Heart Disease
Cardiovascular Disease
Metabolic and Nutritional Function
Neurological Function
Parkinson's Disease
Digestive Function
Gastrointestinal Dis.
Endocrine Function
Diabetes
Musculoskeletal Function
Amputees
Skin and Cellular Dis.
Cancer
Arthritic Diseases
Multiple Sclerosis
Spinal Cord Lesion
Brain Syndrome
Muscular Dystrophy
Cerebral Palsy
Convulsive Disorders
Occupational Diseases
Accidental Injury

OTHER CLIENT CLASSES
Welfare Clients
Disadvantaged
Minority Members
Children
Adolescents
Adults
College Students
Aged
Public Offenders
Juvenile Delinquents